

Emergency Procedures Quick Reference Guide

The purpose of this guide is to provide a quick reference for how to handle situations that occur during an outing. It is not meant to replace the *BSA Guide to Safe Scouting* or the *Los Padres Council Unit Risk Management Guide*. Adult leaders are responsible for reviewing those publications. Both publications can be found on the Los Padres Council website.

It is the responsibility of the person in charge of the event/outing/function/trip to contact the Council and District Officials in the event of a reportable situation and fill out an Incident Information Report. All incidents beyond Scout-rendered first aid and/or involving property damage must be reported using the Incident Information Report. Most important, first care for the injured and prevent further injuries. Call 911 for help if the incident is life-threatening and begin providing first aid. If the incident occurs at a council camp, immediately notify the camp director or camp ranger. If the incident occurs at a location other than a council camp, notify the unit leader or other onsite adult leadership. Contact the following Council officials in the order listed:

1. *Program Director:* Ron Walsh (w) 805-686-5167 or (c) 805-705-3736
2. *Field Director:* Justin Jepsen 805-967-0105
3. *Scout Executive:* Rebecca Fields (w) 805-967-0107 or rfields@bsamail.org

The Council will designate a spokesperson to work with media. Individual leaders/adults should refer all media inquires to the Council spokesperson, either the Scout executive or designee.

Near Miss Information Incident report

Used to report near misses in programs such as COPE/Climbing activities. A near miss does not result in injury, illness, or damage by definition, but it had the potential to do so.

YOUTH PROTECTION PROCEDURES

The Boy Scouts of America places the greatest importance on creating the most secure environment possible for its youth members. To maintain such an environment, the BSA has developed numerous procedural and leadership selection policies, and provides parents and leaders online and print resources for the Cub Scouting, Boy Scouting, and Venturing programs. **Full descriptions of these procedures and policies are outlined in Youth Protection Training and *The Guide to Safe Scouting*.**

Leadership Requirements for Trips and Outings

It is the responsibility of all Cub Scout packs, Boy Scout troops, Varsity Scout teams, and Venturing crew or Sea Scout Ships to provide sufficient adult leadership on all trips and outings (coed activities require both male and female adult leaders). Two registered adult leaders, or one registered leader and a parent of a participating Scout or other adult, one of whom must be 21 years of age or older, are required for all trips and outings. Appropriate adult leadership must be present for all overnight Scouting activities; coed overnight

activities— even those including parent and child—require male and female adult leaders, both of whom must be 21 years of age or older, and one of whom must be a registered member of the BSA. During transportation to and from planned scout outings, if you cannot provide 2 adults per vehicle, the ***minimum required is one adult and 2 or more youth members, never one on one.***

Mandatory Report of Child Abuse

All persons involved in Scouting shall report to local authorities any good faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. No person may abdicate this reporting responsibility to any other person.

Notify our Scout executive of this report, or of any violation of BSA's Youth Protection policies, so that he or she may take appropriate action for the safety of our Scouts, make appropriate notifications, and follow-up with investigating agencies.

Required Forms for outings

1. Approved Tour Plan for all outings outside of Council boundaries and for specific activities as specified in the *Guide to Safe Scouting*
2. Signed Activity Consent form and Approval by parent/guardian.
3. Current medical forms for all adults and youth participating in the outing.
4. Incident Information Form (found in *Guide to Safe Scouting*).
5. Near Miss Incident Information Report form (found in Forms at scouting.org)
6. Certificate of Insurance for Local BSA council (may be required by some summer camps, contact local service center **at least** 2 weeks prior to camp)
7. BSA Child Abuse reporting requirements and BSA Suspected Child Abuse Reporting Form (found in Youth protection at www.lpcbsa.org)
8. HSR Claim form and instructions on submitting claim. (not required but recommended, contact local service center)
9. Guide to Safe Scouting www.scouting.org

References

Guide to Safe Scouting www.scouting.org

Los Padres Council Unit Risk Management Guide: The Risk Zone www.lpcbsa.org