

SUWANNEE RIVER AREA COUNCIL, BSA



Release Date: 7/30/09

Risk Management Guide For Units

The purpose of this guide is to prepare adult leaders to conduct Scouting activities in a safe and prudent manner. Policies and guidelines have been established because of the need to protect members from risk and hazards that have been identified through ninety-plus years of Scouting experience. This guide provides adult leaders with information on:

- ❖ **Council Emergency Procedures**
- ❖ **Youth Protection Procedures**
- ❖ **Insurance Coverages**
- ❖ **Tour Permits**
- ❖ **BSA Rules and Regulations**
- ❖ **BSA Training Courses for Health & Safety**

Every registered adult leader should have a copy of this important council resource.

In the case of a reportable/emergency situation, it is the responsibility of the person in charge of the event/function/trip to contact one of the following Council officials:

Council Scout Executive

Matt Hart

B: 850-576-4146

H: 229-794-1810

mhart@suwanneeriver.net

Council Assistant SE

Mike Kiel

B: 850-576-4146

H: 850-509-0272

mkiel@suwanneeriver.net



COUNCIL EMERGENCY PROCEDURES

All youth activities have some potential for accidents or fatal injury. If an accident or serious injury occurs, it is important that the Alapaha Area Council be prepared to respond in an appropriate manner. The following procedures have been established to guide volunteers and staff personnel as they relate to fatal or serious accidents, injuries, or illness.

1. Proper planning to avoid possible injuries and for adequate emergency response is the responsibility of all Scouting leaders. In addition, the observance of all laws that might apply to a Scouting event is necessary, for example, speed limits, wearing of seat belts, tire maintenance, and reading and following safety precautions, etc.
2. In an event where an individual is injured or serious illness occurs, proper and adequate care, treatment, and transportation of the individual is of primary importance. Careless handling of a victim following an accident can make the injuries worse.
3. The next responsibility is to notify the proper Scouting authorities. It is the council policy that the following be reported to the Council Scout Executive or his designee as soon as practically possible:
 - ❖ All deaths or serious injuries;
 - ❖ Injury to a Scout or adult on a Scout function in which medical treatment other than at-scene first aid is necessary or recommended;
 - ❖ Any situation occurring in connection with a Scout function in which a Scout or adult is transported to a hospital, whether or not the Scout/adult is admitted.
 - ❖ Any situation involving a loss of consciousness.

Reporting Procedure: In the case of a reportable situation, it is the responsibility of the person in charge of the event/function/trip to contact one of the Council officials as listed on the cover of this guidebook. In addition, it is recommended that an accident report, in the form attached, be completed by the leader in charge of the event as soon after the injury as possible.

-
4. The Council official will make arrangements to contact the family physician or other medical assistance as required or requested by the parent or guardians and to provide transportation, counseling, or other support as is within the purview of the Council. Arrangements will be made to secure personal equipment for safe delivery to the home, if requested.
 5. The Council official handles procedures regarding insurance, media relations, and ensures that National and local Scout policies are met.

It is the hope of the Council that with thorough prior planning and emphasis on safety, Scouting can avoid accidents and injury. Should they occur, however, it is the responsibility of all BSA leaders to respond and follow the procedures indicated. The concern for the injured person(s) and their family is of primary importance.

PRESS RELATIONS

In responding to the news media, the following principles should be observed:

1. It is the Council policy to work with the media to provide factual, accurate, and timely information. The Council will not adopt a “no comment” attitude.
2. Only one Council spokesperson will be selected to be the news source, usually the Council Scout Executive or Council President. Individual leaders/adults should not independently respond to or contact the news media but should instead refer all media inquiries to the Council news source and should give accurate directions for locating the Council news source.
3. The Council spokesperson will note which representatives of the media were involved. If possible, a press release or media advisory will be prepared as soon as possible so that all media representatives are given the same information.

YOUTH PROTECTION PROCEDURES

The Suwannee River Area Council feels **EDUCATION IS THE KEY** to creating additional protection and security for our Scouts. Through adult leader Youth Protection Training, we hope to bring awareness to all adults who work with youth on the following:

- ❖ **Recognizing** situations that place a child at-risk of abuse, how child abusers operate, and how to deter a child abuser from entering into the Boy Scouts of America.
- ❖ **React or Respond** to a child who has been abused, and the type of abuse they have fallen victim to.
- ❖ **Report** a suspected case of abuse within Scouting procedure and State Law.

As a volunteer for the nation's largest youth organization, you should be aware of how to help a

child in need, and how to keep child abusers out of the Boy Scouts of America.

The Alapaha Area Council hopes to educate all adult leaders through Youth Protection Training in order to create a barrier to child abuse and to abusers.

All adults should plan to attend Youth Protection Training. A child deserves no less.

Reporting Procedure: It is the policy of the Suwannee River Area Council that a suspected or observed case of child abuse or victimization involving a participant in any program, activity, camp or unit of the Boy Scouts of America be immediately reported to the Council Scout Executive.

Barriers to Abuse Within Scouting

The BSA has adopted the following policies to provide additional security for our members. These policies are primarily for the protection of our youth members; however, they also serve to protect our adult leaders from false accusations of abuse. Full descriptions of these barriers are outlined in Youth Protection Training.

- ◆ Two-deep Leadership
- ◆ No one-on-one Contact
- ◆ Respect of Privacy
- ◆ Separate Accommodations
- ◆ Proper Preparation for High Adventure Activities
- ◆ No Secret Organizations
- ◆ Appropriate Attire
- ◆ Constructive Discipline
- ◆ Hazing Prohibited
- ◆ Junior Leader Training and Supervision

Since 1995, Units are required to assign the responsibility for Youth Protection to an assistant unit leader in order to qualify for the National Quality Unit Award.

The assistant leader selected for this responsibility should make sure that the following conditions are met:

- ❖ Ensure all registered adults receive the current youth protection training.
- ❖ Coordinate the education of parents on the issue of Child Abuse.
- ❖ Provide youth protection training for all youth using the appropriate materials and videos.

To do all this, the leader must be equipped with the right knowledge and materials. Each District has a youth protection training team ready to provide the resources and support necessary to be successful in your unit. In addition, since 2003, youth protection training has been available through the council website at www.suwanneeriver.net.

Proper planning of events and activities is crucial to the protection of our youth. It is strongly recommended that a unit activity safety checklist, in the form attached, be used by your unit to assist with event planning. The checklist should be shared with your unit committee.

Listed below is a brief outline of the insurance coverages provided by the Suwannee River Area Council through the support of the Friends of Scouting campaign and activity fees.

COUNCIL ACCIDENT AND SICKNESS INSURANCE PLAN

This Accident and Sickness insurance is provided for youth members and adult volunteer leaders registered in the Council. (LDS units carry their own accident insurance coverage.) This plan provides coverage for accidents and sickness (as well as accidental death and dismemberment) while participating in any official Scouting activity, including going to and from meetings. New members are automatically covered under this plan. Non-Scouts attending scheduled activities (including group travel to and from activities) for the purpose of being encouraged to participate in Scouting are also automatically covered. However, the plan does not cover parents, siblings, or other guests.

Coverage is secondary. Claim forms and additional information on coverage, limits, etc., may be obtained by contacting the Council Service Center.

COMPREHENSIVE GENERAL LIABILITY INSURANCE

This coverage provides primary general liability coverage for **registered** Council and District Volunteers, Unit Scouters, Scouting units, chartered organizations, and Scouting employees, with respect to claims arising in the performance of their duties in Scouting with the exception that the coverage is excess over any insurance which may be available to the volunteer for loss arising from the ownership, maintenance, or use of a motor vehicle or watercraft. This insurance is only available while the vehicle or watercraft is in actual use of a Scouting unit and being used for a Scouting purpose.

The insurance provided to unregistered Scouting volunteers through the BSA General Liability Insurance program is excess over any other insurance the volunteer might have to his or her benefit, usually a homeowners, personal liability, or auto liability policy. There is no coverage for those who commit intentional or criminal acts.

Because of the high limits, volunteers should not be placed in a position where their assets are jeopardized because of a negligence liability claim or lawsuit.

AUTOMOBILE LIABILITY INSURANCE

All vehicles **MUST** be covered by a liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the State in which the vehicle is licensed. It is recommended that coverage limits are at least \$50,000/\$100,000/\$50,000. Any vehicle carrying 10 or more passengers is **REQUIRED** to have limits of \$100,000/\$500,000/\$100,000 or \$500,000 single limit. In case of rented vehicles, the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle. All vehicles used in travel outside the United States must carry a liability insurance policy that complies with or exceeds the requirements of that country.

For information, claim forms, or if legal papers are served in a Scouting-related incident, please contact the Scout Executive at the Council Service Center, 850-576-4146.

TOUR PERMITS

PROTECTING YOUR ASSETS

Tour Permits have become recognized by national parks, military institutions, and other organizations as proof that a unit activity has been well planned and organized, and is under qualified leadership.

The Tour Permit formally classifies the outing as an official Scout activity. Insurance coverage only applies to official Scout activities. Filing a Tour Permit signifies that a unit recognizes that BSA registration policies are being followed and national requirements are being met. Units are aware of safety, insurance and supervision policies of the Boy Scouts of America. Such policies are outlined in the *Guide to Safe Scouting*.

Tour Permits help the council know “what is going on,” by providing detailed information regarding unit outings and trips. It reinforces leader requirements, especially in regards to Youth Protection. It provides information to locate a unit if an emergency arises, and lets the council know of a point of contact when an emergency develops. It also reinforces driver and insurance requirements. In summary, Tour Permits re-enforce planning, safety, and two-deep leadership.

Failure to file a Tour Permit does not relieve units or their leadership from abiding by the rules and regulations of the BSA. The Council is committed to providing a safe, fun environment for youth to enjoy, and protecting adult leaders from undue risk of litigation. Compliance to these Tour Permit guidelines ensures that the BSA is fulfilling its obligation to provide for the well being and safety of its membership.

WHEN AND HOW TO FILE A TOUR PERMIT?

Two Weeks in Advance. This requirement helps ensure that trips are well planned, and allows time to correct forms if necessary. This includes *faxed permits*. Because of the large number of permits filed daily, late/rush approvals can cause delays.

Unit leaders may file a Tour Permit by:

1. **Hand Delivering** to Council Service Center. As staff time allows, approval can be given on the spot, or a copy will be mailed.
2. **Mailing** to Council Service Center. Approved copies will be mailed back to the unit leader.
3. **Faxing** to Council Service Center. As staff time allows, Tour Permit approval will be given as quickly as possible. Approved copies can be mailed or re-faxed. Please indicate on a fax cover sheet your desire to have a copy mailed or re-faxed.
4. **On-Line** at your convenience. This feature allows you the ability to submit your tour permit and its approval electronically.

Check for completeness of the form. Incorrect forms delay the approval process.

Include required signatures. Two individuals must sign each Tour Permit. Each signature attests to the correctness of the information submitted, that registration policies are being followed, and that National safety and insurance requirements are being met.

LOCAL TOUR PERMITS

A Tour Permit is required for any unit activity outside the normal meeting. This includes any district or council activities.

NATIONAL TOUR PERMITS

A National Tour Permit is required for trips in excess of 500 miles from home (one way) or outside the continental United States. Permits are approved at the National level and require a minimum of thirty days to process.

DISTRICT & COUNCIL ACTIVITIES

Most District/Council activities will require that an approved permit be shown to gain access to the event. For example, Camporees and summer camps require an approved permit to be on hand with the unit leader.

PERMISSION SLIPS

For all activities, trips, & outings, it is highly recommended that each youth provide a signed permission slip from parents authorizing them to participate, and for the leader to seek medical attention if required. Sample permission slips are available at the Council Service Center.

HELPFUL HINT

Experience has shown that delays in submitting Tour Permits occur because tour leaders are having a difficult time compiling the driver information.

To help, each unit may submit a “Possible Driver” list. List every eligible parent driver on a reproducible page, and submit the entire sheet with each Tour Permit, regardless if the driver provides transportation or not. This list must be submitted every time.

GUIDE TO SAFE SCOUTING

The *Guide to Safe Scouting* is a Unit Leader's guide for current policies and procedures to safe activities in the Boy Scouts of America. It outlines rules and regulations that must be followed for all Scouting functions, including adult leadership, transportation, and medical information.

The *Guide to Safe Scouting*, No. 34416B, may be purchased at the Council Service Center or it can be viewed online at www.suwanneeriver.net

Before any Tour Permit may be filed, the Tour leader verifies that he/she has a copy of the *Guide to Safe Scouting* and has read it.

Other resources that cover BSA rules and regulations include *Health & Safety Guide*, No. 34415B and *Tours and Expeditions*, No. 33737C.



TRAINING COURSES

The Suwannee River Area Council recognizes the immediate need to train adult leaders in the proper design and operation of safe Scouting programs. There are three safety courses offered that provide the most important and valuable of lessons on the Health & Safety issues of the BSA: Youth Protection, Safe Swim Defense/Safety Afloat, and Hazardous Weather Training.

YOUTH PROTECTION

This course will bring awareness to all adults who work with youth on the following:

- ❖ **Recognizing** situations that place a child at-risk of abuse, how child abusers operate, and how to deter a child abuser from entering the BSA.
- ❖ **React or Respond** to a child who has been abused, and the type of abuse they have fallen victim to.
- ❖ **Report** a suspected case of abuse using Scouting procedures and Georgia & Florida State Laws.

Supplements to the Youth Protection Training are video programs for youth and parents. *A Time to Tell*, No. AV-09V004 is designed to be view by 11 to 14 year olds. *It Happened to Me*, No. AV 09V011, is developed for youth ages 6 to 10. *Youth Protection: Personal Safety Awareness*, AV-09V027, is designed for 14-21 year olds.

SAFE SWIM DEFENSE & SAFETY AFLOAT

Every unit will need a qualified, trained person over the age of 21 to supervise aquatic activities. This course will help unit leaders understand the rules and regulations for BSA aquatic activities, and the role leaders play in providing fun, safe events. Re-certification is required every two years.

HAZARDOUS WEATHER TRAINING

Weather Hazards training is mandatory for at least one adult on each tour. The course includes training, testing, and additional resources on weather conditions that may be encountered during BSA activities, including lightning, flash floods, tornadoes, hot and cold weather, hail, and hurricanes. Participants who complete the course earn a Weather Smart Certificate of Completion.

ACCIDENT REPORTING FORM

Unit # _____ District _____ Reporting Date: _____

Tour Permit # _____

Injured Person: _____ Age: _____

Where/Time of Incident: _____

Others Involved: _____

Incident Reported To: _____ Time: _____ Date: _____

Describe Cause of Incident/Injury:

Leader(s) in Charge: _____ Phone # _____

_____ Phone # _____

Detailed description of action taken at time of accident:

Additional follow-up necessary:

Submitted By: _____ Unit # _____ Position: _____

Address: _____

City: _____ Zip Code: _____ Phone # _____

E-mail: _____

SUSPECTED CHILD ABUSE REPORTING FORM

Submitted By: _____ Unit # _____ Position: _____

Address: _____

City: _____ Zip Code: _____ Phone # _____

E-mail: _____

Name of Suspected Abuser: _____

Address: _____

City: _____ Zip Code: _____ Phone # _____

Scouting Position (if known): _____

Child's Name: _____ Date of Birth: _____

Address: _____

City: _____ Zip Code: _____

Parent's Name: _____ Telephone: _____

Physical Indicators Observed:

Behavioral Indicators Observed:

Other Indicators Observed/Known:

Date of Report: _____

Signature: _____

Activity Permission Slip & Medical Treatment Authorization

Scouts
Name _____ Phone _____

Address: _____

I, _____ give _____ permission to participate in Pack, Troop, Team, Crew, Ship, Post (circle one) # _____ activities from **January 1, ____ through December 31, ____**. I understand that camping, hiking, sightseeing, aquatics, and other scout related activities will take place at various locations throughout the year.

In the event that I cannot be reached at the above number, please notify:

Name: _____ Phone: _____ Relationship: _____

Address: _____ Date: _____

Parent's or legal Guardian's Signature _____

Medical History & Information

Birthday: _____ SS# _____

Blood Type: _____ Daily Medications: _____

Family Doctor: _____ Doctor's Phone: _____

Allergies: (Please check box if a sensitivity or condition exists)

Hay Fever Insect Sting Asthma Poison Oak/Ivy/Sumac

Drugs (List) _____ Foods (List) _____

Other (Explain) _____

Prescribed medication other than inhalers must be turned over to unit leadership for administration per label. Is there any other medication that your son must have in his possession?

Insurance Information: Name of Primary Insurance Carrier _____

Policy# _____ Company/Group # _____

Chronic/recurring illness:

Earaches Sinus Emotional Problems Throat problems Infections Heart Constipation

Nerves Stomach Epilepsy Motion Sickness Hyperactivity Cough

Diabetes

Does your child have a learning or behavioral disability? (YES/NO) Please explain: _____

Please specify any religious or other food restrictions _____

Are there any other conditions that may affect your son's health? _____

Are there any restrictions that need to be placed on his activities? _____

Parents Authorization-Required for all persons under 18 years of age

This health history is correct as far as I know, and the person described above has my permission to engage in all activities except any noted above. In the event that I cannot be reached in an emergency, I hereby give permission to the physician selected by the adult leaders in charge to secure proper treatment. This includes hospitalization, injections, anesthetization, X-rays, or surgery as deemed necessary for my son.

Parent of Guardian Sign: _____ Date: _____

Print: _____

4. Security:

Contacts

Fire Department: _____

Phone: _____

Police: _____

Phone: _____

Medical Facility: _____

Phone: _____

EMS: _____

Phone: _____

Church: _____

Phone: _____

Are these providers aware of the activity? _____

5. Hazards

Seasonal Weather Conditions _____

Aircraft or motorized vehicles Involved _____

Any other significant hazardous exposures (Chemicals, firearms, power tools, etc.) _____

6. Equipment

Quartermaster: _____ Phone: _____

Unit Checklist: _____ Personal Checklist: _____

7. Food/Beverages (purchases, preparation, food service involved-liability insurance, sold/provided to others, potable water available)

8. Events:

Description: _____

Scout Involvement: _____

Safety Measures: _____

9. Training:

	Adults	Youth
Youth Protection	_____	_____
First Aid	_____	_____
Water Safety	_____	_____
Other	_____	_____