



DATE: February 2022  
TO: PTAC Staff, Volunteers  
FROM: Jeff Isaac, Scout Executive  
RE: Crisis Communication Plan

Below, you will find step-by-step procedures for three types of situations:

- Crisis (fatality, serious illness or serious injury)
- Youth Protection
- Non-emergencies (injury at day camp, leader or parent incident at an event, etc.)

Read this document carefully and store both paper and electronic copies of it so you are prepared to properly handle these events if they arise.

CRISIS PROCEDURE

1. Contact emergency services (call local authorities).
2. When possible, remove all non-essential persons from the scene.
3. Make immediate telephone contact as follows:  
*(Call work extensions. Keep calling until you reach someone live.)*

A.	Cedric Bodley – Deputy Scout Executive	312-421-8800 ext. 202
B.	If unable to reach Cedric Bodley, call: Mike Hornung – Director of Field Service	312-421-8800 ext. 252
C.	If unable to reach Cedric Bodley or Mike Hornung: Amy Hutcherson – Director of Camping Services	312-421-8800 ext. 231

4. Get written accounts from witnesses when appropriate.
5. Fill out and submit the Incident Report (included below) and the Online [Preliminary Report of Fatal or Serious Injury or Illness.](#)

## Parent/Guardian Notification

- The Deputy Scout Executive, Director of Field Service, Director of Camping Services, and Scout Executive are the only people authorized to notify the parent/guardian of the crisis. You are not permitted to contact the parent/guardian yourself.

## Media inquiries

- The Scout Executive and Deputy Scout Executive are the only persons authorized to make statements to the media or public. Inquiries from these groups must be immediately sent to [Jeff.Isaac@Scouting.org](mailto:Jeff.Isaac@Scouting.org) and the Deputy Scout Executive at [cedric.bodley@Scouting.org](mailto:cedric.bodley@Scouting.org). You are not authorized to provide any type of response or statement to the media or the public.

## YOUTH PROTECTION PROCEDURE

### CHILD ABUSE, SEXUAL HARASSMENT, CRIMINAL AND OTHER ACTIONS POLICY

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. You may not abdicate this reporting responsibility to any other person. Once you have fulfilled your obligation to alert the local authorities, immediately report the incident to Cedric Bodley, Deputy Scout Executive at 312-421-8800, ext. 202.

Be prepared to state all known facts and other pertinent information for review. These matters need to be properly handled with good judgment; therefore, it is essential that the Deputy Scout Executive be notified immediately and directly.

\_\_\_ 1. Contact emergency services (call local authorities).

\_\_\_ 2. Make immediate phone contact as follows:

*(Call work extensions. Keep calling until you reach someone live.)*

A.	Cedric Bodley – Assistant Director of Field Service	312-421-8800 ext. 202
B.	If unable to reach Cedric Bodley, call: Mike Hornung – Director of Field Service	312-421-8800 ext. 252
C.	If unable to reach Cedric Bodley or Terry Dutton: Amy Hutcherson – Director of Camping Services	312-421-8800 ext. 231

\_\_\_ 3. Fill out and submit the Incident Report (included below)

#### Parent/Guardian Notification

- The Deputy Scout Executive, Director of Field Service, Director of Camping Services, and Scout Executive are the only people authorized to notify the parent/guardian of the crisis. You are not permitted to contact the parent/guardian yourself.

#### Media inquiries

- The Scout Executive and Deputy Scout Executive are the only persons authorized to make statements to the media or public. Inquiries from these groups must be immediately sent to [Jeff.Isaac@Scouting.org](mailto:Jeff.Isaac@Scouting.org) and the Deputy Scout Executive at [cedric.bodley@Scouting.org](mailto:cedric.bodley@Scouting.org). You are not authorized to provide any type of response or statement to the media or the public.

### NON-EMERGENCY PROCEDURE

\_\_\_1. Ensure necessary medical attention is provided to the injured/ill person

\_\_\_2. Contact your Community Professional Staff person:

Wes Weems	Arlington Heights	312-421-8800	Ext. 256
Mike Hornung	La Grange	312-421-8800	Ext 252
Kellauna Mack	Munster	312-421-8800	Ext. 266
Cedric Bodley	Chicago	312-421-8800	Ext. 202

\_\_\_3. Fill out and submit the Incident Report (included below)

\_\_\_4. If an injury occurs at a Scout function and medical attention is required, please have a volunteer and a relative of the injured person fill out the [Health Special Risk Insurance claim form](#).

#### Parent/Guardian Notification

- The Community Field Directors will contact the parent/guardian. You are not authorized to contact the parent/guardian yourself.

#### Media inquiries

- The Scout Executive or Deputy Scout Executive are the only persons authorized to make statements to the media or public. Inquiries from these groups must be immediately sent to [Jeff.Isaac@Scouting.org](mailto:Jeff.Isaac@Scouting.org) and the Deputy Scout Executive at [cedric.bodley@Scouting.org](mailto:cedric.bodley@Scouting.org). You are not authorized to provide any type of response or statement to the media or the public.



# Pathway to Adventure Council Incident Report

Submit report to the Deputy Scout Executive within four working days of a fatality, serious injury, or illness. Also submit the online Preliminary Report of Fatal or Serious Injury or Illness <http://info.netbsa.org/adm/health/19-148.pdf> (Burt-Orange Folder)

Information of injured/ ill person	Name	Home Phone
	Address	Other Phone
	Unit #                      District                      Age	Email
	Registered Scouting position	
Description of accident/ illness	Date, time and location	
Information for other person(s) involved	Name(s)	Home Phone
	Address	Other Phone
	Registered Scouting Status                      Age	Email
	Where was injured/sick person taken after injury/diagnosis?	Dr.'s Name  Dr.'s Phone
Adult leaders /witnesses	Name                      Address	Phone
	Name                      Address	Phone
	Name                      Address	Phone
	Name                      Address	Phone
Other insurance	Were accident and / or sickness benefits filed?	

For an injury, also report:

1. The sequence of activities at the time of the accident \_\_\_\_\_  
\_\_\_\_\_
2. The location of the accident. Please attach a diagram, if necessary.  
\_\_\_\_\_

3. Exactly what was the injured person doing and how did the accident occur?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What first-aid procedures were rendered?  
\_\_\_\_\_  
\_\_\_\_\_

Were emergency responders called? \_\_\_\_\_

Emergency responder agency/entity \_\_\_\_\_

To which medical facility was the person taken? \_\_\_\_\_

5. Any special circumstances such as weather conditions? \_\_\_\_\_  
\_\_\_\_\_

6. If the injured person was taken home, who provided the transportation? \_\_\_\_\_  
\_\_\_\_\_

Name	Phone #	Relationship to injured person	Date, time departing location
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7. Who was the first person on the scene? What were their actions?

Name \_\_\_\_\_

Actions \_\_\_\_\_

8. Other persons on the scene and their actions.

Name \_\_\_\_\_

Actions \_\_\_\_\_

*Use this form to report facts only. Attach eyewitness reports.*

Report fatalities or serious injuries immediately to the Deputy Scout Executive or Scout Executive.

Person completing form \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Cell/Other Phone \_\_\_\_\_

Unit # \_\_\_\_\_ District \_\_\_\_\_ Email \_\_\_\_\_

Registered Scouting status \_\_\_\_\_ Date \_\_\_\_\_