

PROCEDURES FOR MEDICAL EMERGENCY
or
SERIOUS ACCIDENT/FATALITY

1. Seek medical help through the event leadership, by calling 911, or other means as necessary.
2. Notify Learning for Life Staff (if at a council event).
2. Notify either the Director of Program, Scout Executive or Director of Field Service if it is a serious accident or injury. (if not at a council event)
4. Parents should be notified through a designated council staff member when the injury is serious.
5. **Collect all information if medical care is required and submit an *Accident Report Form* to the Program Department within 2 days via fax – 763-231-7202 or mail to: Northern Star Council
393 Marshall Ave, St. Paul, MN 55102-1717**
6. The Scout Executive or Director of Communications will be the public voice if needed.

INCIDENT REPORTING -
(Fights and Altercations - Non-Medical
Incidents)

1. Notify Learning for Life Staff (if at a council event).
2. Notify Director of Support Services, Scout Executive or Director of Field Service at 763-231-7201 (if not at a council event).
3. Collect all information and submit an ***Incident Report Form*** (see Section 4).
4. The Scout Executive or Director of Communications will be the public voice if needed.

YOUTH PROTECTION

Any reports and/or suspicious cases of child abuse (or inappropriate advisor/explorer relationships) are to be referred immediately to:

FIRST: The Deputy Scout Executive/Field Service, Assistant Scout Executive/Operations or Scout Executive at 763-231-7201 or at the numbers listed below.

Why the Learning for Life Office must be called FIRST:

- Staff may be aware of other confidential information that must be taken into account.
- It is possible that action must be taken by the LFL, regardless of action taken by law enforcement.
- If the media or other officials contact LFL leadership, we must be prepared to respond with competency.
- The Scout Executive is experienced in such issues, and is legally obligated to take the necessary action.

SECOND: Exploring volunteers are not generally mandated reporters and are not required to call law enforcement officials first. The directory to the below lists the telephone contact for each county within Northern Star Council. Those reporting a suspicious case of child abuse are to call the county where the incident allegedly occurred.

COUNCIL EMERGENCY CONTACT PERSONNEL

Scout Executive - John Andrews

Office 651-254-9140 Cellular 651-485-1711

Deputy Scout Executive/Field Service - Colleen Brazier

Office 763-231-7210 Cellular 612-247-0270

MINNESOTA Child Protection Offices

<u>County</u>	<u>Agency</u>	<u>Phone Number</u>
Anoka	Health & Social Services (RUM)	763-422-7125
Becker	Human Services (MP)	218-847-5628
Carver	Social Services	952-361-1600
Chippewa	Family Services	320-269-6401
Chisago	Human Services	651-213-0324
Dakota	Human Services	952-891-7480
Goodhue	Social Services (PSR)	651-385-3232
Hennepin	Child Protection	612-348-3552
Isanti	Family Services	763-689-1711
Kandiyohi	Family Services	320-231-7800
Lac Qui Parle	Family Services	320-598-7594
Le Sueur	Human Services	507-357-8217
McLeod	Social Services	320-864-3144
Meeker	Social Services	320-693-5300

MINNESOTA Cont.

<u>County</u>	<u>Agency</u>	<u>Phone Number</u>
Ramsey	Human Services	651-266-4444
Renville	Human Services	320-523-2202
Rice	Social Services	507-332-6115
Scott	Human Services	612-445-7751
Stearns	Human Services (SSC)	320-656-6000
Swift	Human Services	320-843-3160
Washington	Social Services (KSC)	651-430-6457
Wright	Human Services	763-682-7400
Yellow Medicine	Family Services	320-564-2211

WISCONSIN Child Protection Offices

<u>County</u>	<u>Agency</u>	<u>Phone Number</u>
Burnett	Social Services	715-349-2131
Pierce	Human Services	715-273-6766
Polk	Social Services	715-485-8400
St. Croix	Human Services (FCA)	715-246-8285
Washburn	Social Services (TSR)	715-468-7878

INSURANCE COVERAGE FOR VOLUNTEERS

Comprehensive General Liability Insurance

This coverage provides protection for the council, all NSC professionals and employees, units, chartered or certifying organizations, and volunteers (whether or not registered) with respect to claims arising in the performance of their duties in Scouting/Learning for Life. Coverage is more than \$15,000,000 for bodily injury and property damage.

The insurance provided for volunteers through the BSA General Liability insurance program is in 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.

By providing insurance coverage to volunteers on an excess basis, BSA is able to purchase higher limits. 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, however, that coverage limits are at least \$50,000/\$100,000/\$50,000.) Any vehicle carrying ten (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. The council's automobile liability insurance is excess of the insurance the owner of the auto carries, providing insurance protection above the limits carried on the auto up to the council's \$15,000,000 limit of coverage.

Council Accident & Sickness Insurance Plan

Accident & Sickness Insurance has been purchased through the council for all packs, troops, teams, groups and posts. This plan provides coverage for accidental injury and illness and accidental death and dismemberment while participating in any approved and supervised Scouting/Learning for Life activity, including going to and from meetings. All registered youth and adult volunteers are covered. Non-Scouts or Non-Explorers attending scheduled activities (including group travel to and from such activities) for the purpose of being encouraged to participate in Scouting/Exploring are also automatically covered. However, the plan does not cover parents, siblings or other guests.

Some additional highlights of the Council-provided policy include:

- The insurance is secondary to a family's own coverage, but it will pick up after the family coverage exceeds its policy limit
- The policy will cover up to \$150 of the family's deductible from the first dollar of expenses
- The policy is primary for any family or Scout/Explorer with no other insurance coverage
- New members are automatically covered as soon as their applications for membership are processed
- Traveling to and from a unit meeting or other approved and supervised Scouting/Exploring activity is covered under this plan
- Coverage applies for injuries received while you are at an approved Scouting/Exploring activity or if a sickness first manifests itself while you are there
- If an accident occurs you should complete the current insurance claim form found on the website and file it directly with Health Special Risk Services at the address they provide. For your reference our Council policy number is PTPN00327402.