Incident/Near Miss Reporting
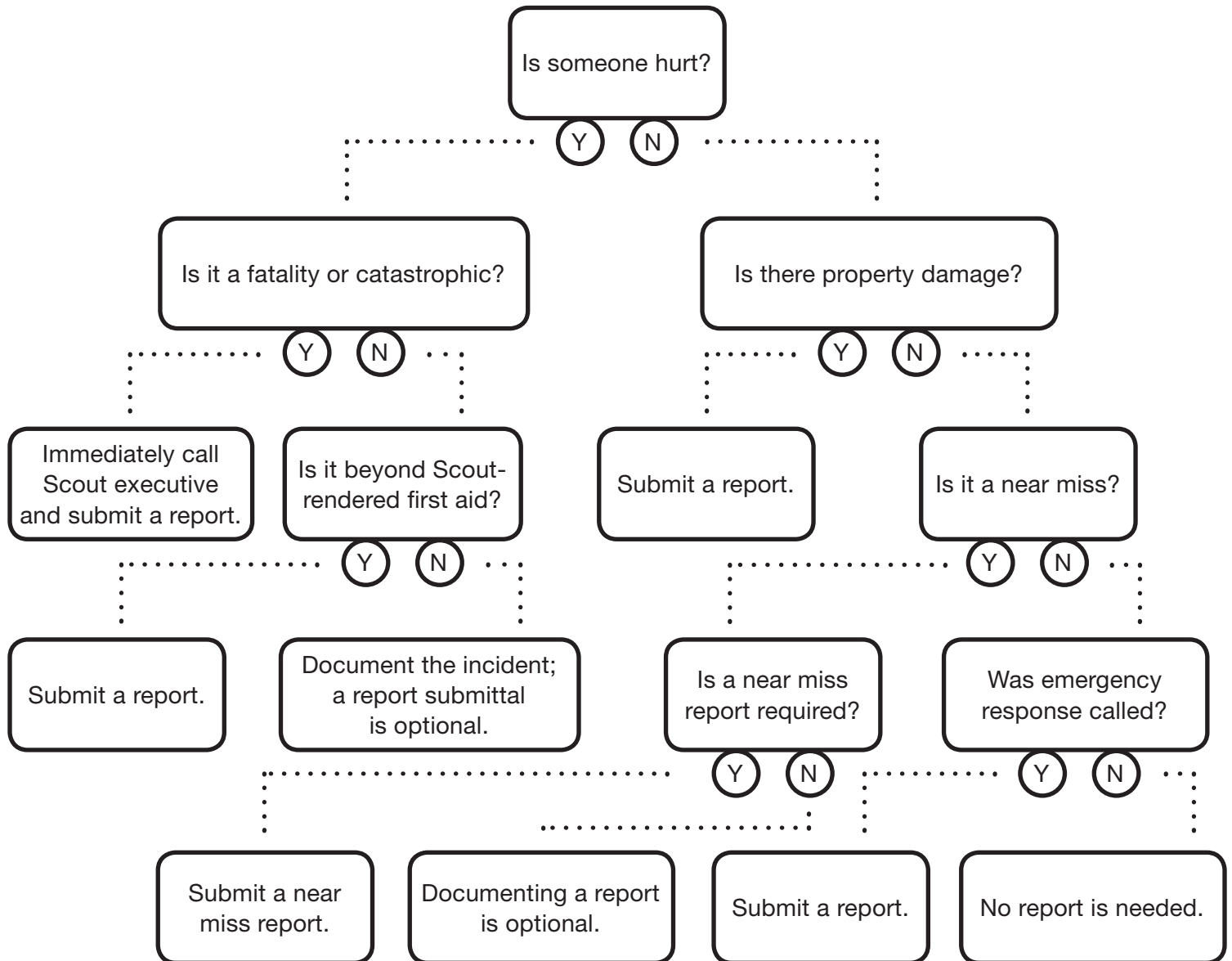
Incident Reporting Tree

(Follow this chart to determine what type of incident you are or are not reporting.)

Is someone hurt? (Y / N)

- **Y → Is it a fatality or catastrophic?** (Y / N)
  - **Y → Immediately call Scout executive and submit a report.**
  - **N → Is it beyond Scout-rendered first aid?** (Y / N)
    - **Y → Submit a report.**
    - **N → Document the incident; a report submittal is optional.**
      - **Submit a near miss report.**

- **N → Is there property damage?** (Y / N)
  - **Y → Submit a report.**
    - **Documenting a report is optional.**
  - **N → Is it a near miss?** (Y / N)
    - **Y → Is a near miss report required?** (Y / N)
      - **Y → Submit a report.**
      - **N → Documenting a report is optional.**
    - **N → Was emergency response called?** (Y / N)
      - **Y → Submit a report.**
      - **N → No report is needed.**

Based upon your answers, choose which reporting tool is needed to document your incident. Then submit to your designated user or online.