

Courageous Incident Report Instructions

The incident report is a record of the events and sequence of an incident. The intention behind the Courageous Incident Report is that an incident can be analyzed in detail in order to learn from the experience. In order to achieve this goal, we aim to collect incident reports that are straight forward and non-burdensome to staff/preparers, while being informative, complete, and comparable across incidents. We also hope that incident reports can give the organization a path towards change in response to an incident, which includes reporting back to staff about the value of their efforts and their ownership in our processes. Our basic strategy is to find the facts and determine the sequence of events through an incident report and questions to the staff, to analyze the incident as an organization, and finally to respond with recommendations that address this and similar future incidents.

What is a reportable incident? A reportable incident includes one or more of the following events: first aid was administered; a rescue was performed; boat damage occurred; behavior needs/needed to be seriously addressed; any emergency service was contacted; a serious accident almost occurred; or any Courageous Management Team member needed to be involved in the incident. When in doubt, write it out!

Each involved staff member should fill out an incident report (IR). Program/Step Leaders and OIC's, if not directly involved in the incident, should assist in writing the incident report and are responsible for ensuring that it is filled out properly. For example, if in-boat instructor, John, had a student get hit off his boat by the boom, John should fill out an incident report detailing the incident and his description of it. As well, John's step leader should assist in filling out the incident report describing the activities surrounding this event (what drills were being run in this step today, was John's boat following the drills, etc.). Reports should be filed with the Program Director or OIC immediately. This Director or OIC will then complete a top-level Incident Report Form, which provides a digital summary of the incident.

Medical emergency information should include where on the body an injury occurred, and what type of injury was sustained. Did a change in the **level of consciousness** accompany the injury? A description of the **first aid** administered is vital to follow up care. **Other emergencies** include weather emergencies, natural disasters, lost child, and rare events like bomb threats, active shooter, etc. **Behavioral incidents** are often responded to differently than other incidents and such responses need specific tailoring, so please note if this is a behavioral incident, and include a narrative of the incident.

Please give a quick summary of the **number of people and vessels** involved in the incident. Then, list **all people and vessels**, noting if the list is incomplete and will continue on an attached narrative.

Weather conditions should include weather, water conditions, water temp, air temp, tide conditions (if these cannot fit in the provided space, they need to be included in the supplemental narrative).

Questions about **crew response to the incident** are meant to help understand behavioral issues and give an idea of how to follow up. Understanding your crew's/students' interpretation of a situation will allow Courageous to better respond to their needs.

Lessons learned are a way to ensure that we as instructors/staff/organization are responding to incidents in the way we need and want to be responding. This is an important section of the IR for knowing how to efficiently address incident debrief sessions and recommendations for the future can be made.

Incident Date: ____ / ____ / ____

Courageous Incident Report

To be filled out by each involved party. Please see instruction sheet if needed.

Your name: _____

When did the incident occur? (date, time, class/step):

Where did the incident occur? (be specific):

Group involved (check all that apply):

- SSS
- Step 1
- Step 2
- Step 3
- Step 4 (Quests)
- Step 5 (420s/Lasers)
- ITs
- Other _____
- JP SYP
- UMass SYP

- Charlestown AP
- JP AP
- UMB AP

Was this a medical incident? Y / N

Describe injury: _____

Was first aid administered? Y / N By whom: _____

Describe: _____

Other type of emergency? Y / N Describe: _____

Included a behavioral incident? Y / N Describe: _____

Number of people/vessels involved: _____

Full names and ages (if YP student) of involved parties, list of involved vessels, etc. (attach more in narrative):

Description of the incident (see instructions / attach more in narrative):

Weather Conditions: _____

Wind (kts): 0-4 5-11 12-15 16-20 gusty

21-25 >25

Tide Times: Low: ____:____ High: ____:____

Incident Date: ____/____/____

Contributing factors (check all that apply & include in narrative):

- Inattention
- Failure to follow instructions
- Boat failure/Equipment
- Traffic
- Failure to get in on time
- Other: _____
- Misbehavior
- Supervision
- Weather
- Sun
- Dehydration

How did the crew/student(s) interpret the event?

How were the crew/student(s) when you last saw them?

Lessons learned:

Prepared by (print and sign): _____

Position/Flag Rating: _____

Date: _____ Time: ____:____

Did you contact CSC Base? Y/N Time: ____:____

Whom did you talk to? _____

Did you contact the police/911? Y/N Time: _____

Log #: _____

Did you contact the Coast Guard? Y/N Time: ____:____

Names and telephone numbers of witnesses, if applicable:

Complete all sections, including an attached narrative, and place report on Program Director's desk immediately

Director (print and sign): _____

Follow up call made? Date: _____ Time: ____:____

Notes: _____

Please include any communication you had with **Courageous Base** or with the authorities—911 should have a log number for reference. Further, if there are any relevant **witnesses** to the incident, please include their contact information for follow up.

Finally, please sign this report and submit it to your Program Director or OIC with any supplemental information.

The IR and any supplemental narrative should be written out as soon as possible following the event—never as late as the next day! While the two pages of the 2019 Incident Report may at times be sufficient to fully describe the incident, often an IR will need to be accompanied with additional narrative fully describing the incident and the sequence of events. Please refer to the following instructions for this narrative and remember that the narrative should be from the preparer’s perspective.

Narrative

Begin with the lead up to the incident. What were the conditions? Where were you or the boats/students under your supervision? Had there been any problems/relevant events before the incident occurred?

In the main section of the narrative, give a detailed play by play of the incident, with approximate times to the best of your knowledge. The more relevant detail the better. What is your interpretation of the cause of the events? How were students/sailors acting? If the incident is a storm cell with multiple boats/issues, the narrative should span from the beginning of a rescue (starting at latest at leaving the dock or communications leading up to leaving) up to the point all boats are back on the dock and sailors have gone home. If the incident is a contained behavioral incident aboard one boat, the narrative should describe any lead up to the incident, response from other crew/students, and the state of all crew/students upon leaving the boat at the end of the day/session/etc. The narrative should include a detailed explanation of all the items already reported in the IR—describe injuries, treatment, boat damage, etc. such that someone absent on that day can read the report and fully understand what happened.

If a collision was involved, include a diagram of what happened.

Lastly, include any follow up that has occurred up to the point of your writing of the IR.

For each vessel involved, include the following information to the best of your knowledge, using this basic template:

Vessel type, boat #, step/class/program:	Rhodes 19 #14, LTS AP
Skipper/Instructor:	Russ Ronalds
All crew members/students:	Peter McGuff, John Doe, Chris DuBois