

**STANDARD OPERATING PROCEDURES**  
**Lost Pines Scout Reservation**  
**Shooting Sports Ranges**

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**STANDARD OPERATING PROCEDURES**  
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**Governance**

**1. Authority**

- A. The Shooting Sports Committee (SSC) operates under the authority of the Outdoor Activities Committee Chairman of the Capitol Area Council (CAC) of the Boy Scouts of America (BSA).
- B. The SSC is charged with establishing policies, conducting events, and promoting all shooting related activities for Cub Scouts, Boy Scouts, and Venturing Units within the council.
- C. All operations will be conducted in accordance with all National and CAC policies which includes the following:
  - a. BSA National Shooting Sports Manual
  - b. NRA Range Safety Officer Manual
  - c. Shooting Sports Section of the Camp Program Guide
  - d. Properties Management Guide
  - e. Guide to Safe Scouting

**2. Exceptions to Policies**

- A. The Capitol Area Council (CAC) has chosen to restrict some activities, methodologies, and or policies that are allowed by the NRA and BSA National Shooting Sport Manual.
- B. In all cases the more restrictive of the policies is to be followed.
- C. Camp Directors in cannot change or lessen any SOP's, regulations, or requirements
  - a. Camp Directors only have authority to make any SOP stricter for the reasons of health and/or safety.

**3. Scope of Control**

- A. This document shall be the written regulation for all shooting sports shooting events ~~on commercial or private property~~ at Lost Pines Scout Reservation.

**4. Management of Change**

- A. This Standard Operating Procedure (SOP) shall be reviewed by the Shooting Sports Committee regularly to ensure that they comply with all local, state, national laws and Boy Scout guidelines as well as accepted best practices for youth shooting events.

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- B. In the event that there is a change to the BSA's National Shooting Sports Manual, the CAC Shooting Sports Committee shall be responsible to revise the SOP and submit changes to the Council Program Director GAG for approval.
- C. Requests for changes must be submitted in writing to CAC Shooting Sports Committee Chairman at bill.agnell@gmail.com

**Range Operations Guide**

**1. General**

Live firing conducted at the Shooting Sports Ranges of the Capitol Area Council, BSA is designed to provide authorized users access to a safe facility where they can become proficient with firearms and/or participate in council sponsored events.

**2. Facilities for Use**

Range availability is at the discretion of the Director of Support Services. The Director of Support Service will establish the operational days and times for the ranges. The Director of Support Service may close all or part of the ranges for other activities or safety concerns.

**3. Check in Procedures**

All NRA/NAA Instructors and Range Safety Officers must present their current certification cards to the camp ranger prior to going to the range. Any troop or crew who has reserved a range(s) and are bringing their own bows and/or firearms, must complete a Lost Pines Shooting Sports Check In form and present it to the camp ranger, prior to going to the range.

**4. General Rules and Safety Requirements**

The Chief Range Safety Officer (CRSO), in cooperation with the Council Shooting Sports Committee, makes all decisions regarding safety. These decisions are final. The Range Safety Officer (RSO) on duty handles the daily operation of the range and is responsible for all safety and handling practices while on the range.

- a. Treat all firearms as if they are loaded at all times.
- b. Keep finger off the trigger until aimed at target.
- c. Never let the muzzle cover anything you are not willing to destroy.
- d. Know the target and what is beyond.
- e. No intoxicating substances of any kind or intoxicated people are allowed on the range.

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- f. Cooperate with others as to cease fires for target placement and obey all range commands.
- g. Shoot only in the appropriate direction from the designated firing lines.
- H. Fire at authorized targets only.
- i. Police all brass, paper, and other debris that accumulates on the range. Dispose of them in the containers provided.
- j. Fire only on designated ranges.
- k. Fire only authorized firearms and ammunition.
- l. Use of appropriate ear and eye protection is mandatory for all individuals.
- m. Ensure all projectiles impact within the established range safety limits.
- n. Call "Cease firing" and make safe all firearms when observing any unsafe condition or when a shooter moves forward of the firing line.
- o. Notify the Range Safety Officer (RSO) or Chief Range Safety Officer (CRSO) of any safety infractions.
- p. Do not climb on the berm.
- q. Children are to be supervised and under the control of an adult at all times.

**5. Authorized & Prohibited Firearms and Ammunition**

- a. No caliber larger than .22 is allowed on the rifle or pistol range.
- b. No armor piercing, jacketed or tracer ammunition.
- c. No reloaded ammunition
- d. No fully automatic firearms.
- e. Only 20 gauge shotguns are allowed on the shotgun range.

**6. Authorized Targets**

- a. Paper and cardboard.
- b. Metallic targets approved by the CRSO.
- c. No cylindrical or spherical objects that could shatter or cause ricochets
- d. No other materials that shatter.
- e. No exploding targets
- f. Boy Scouts, Varsity Scouts, Venturers, and Sea Scouts are allowed to use tasteful, appropriate animal silhouette targets (paper and 3-D targets) for use with archery and all approved firearms. Appropriate animal silhouettes include wild game species that are normally hunted. Human form and zombie silhouette targets are not approved for use.
- g. Targets must be twenty four inches from the ground and never more than halfway up on the target stand.

**7. Authorized Personnel**

- a. Current members of the Boy Scouts of America
- b. Immediate family members or invited guests of the above, provided the authorized person is present and assumes full responsibility for the conduct of his or her guest(s), and everyone signs a Hold Harmless Agreement. Maximum of two guests please (not including family members).

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- c. Individuals approved by the Capitol Area Council or CRSO on a case-by-case basis. Non-Scout trainers and groups must have Capitol Area Council approval.
- d. Non-registered Scout members in the waiting area only except with approval from the Camping Director
- e. Participants in council sponsored activities.

**8. Range Personnel**

- a. Chief Range Safety Officer.
  - (1) The CRSO is appointed by the Outdoor Programs Chair.
  - (2) The CSRO, or his designated representative, is responsible for the continued safety of the range. If an unsafe condition exists the CRSO will cause the shut down of that portion of the range complex and inform the Camping Director of the condition that caused this shutdown.
  
- b. Range Safety Officer
  - (1) The RSO is appointed by the CSRO.
  - (2) The RSO must be currently certified by the NRA as an RSO and must have a current NRA RSO card with them when at LPSR.
  - (3) The RSO must complete a range orientation conducted by the CSRO or his/her designee.
  - (4) The RSO will conduct the general operation of the range that day
  - (5) The RSO will report all serious problems to the CSRO and enter them in a daily log.
  - (6) Notify the CSRO of altercation details, license numbers and names. Call 911 if it is a serious safety problem and/or damage to BSA property. Do not confront armed individuals.
  
- c. Assistant Range Officer
  - (1) Assist the Range Safety Officer in daily range operations.
  - (2) Enforce Range Rules
  - (3) Periodically walk the ranges to ensure safety rules and Range Rules, in general, are observed.
  - (4) Perform minor range maintenance, cleaning and general upkeep.
  - (5) Repair and re-face target frames.
  - (6) Perform other duties assigned by the Range Safety Officer and/or the Camp Ranger

**9. Range Supervision**

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**Rifle**

**Range supervision.** A certified NRA range safety officer is to directly supervise all live fire on the range.

The RSO is responsible for insuring that all range policies and procedures are followed. Additionally, the instruction offered must be done by a currently certified National Camping School shooting sports director certified as an NRA rifle instructor or an NRA certified rifle instructor or an NRA/USA Shooting/CMP certified rifle coach. These must be two separate individuals. Both RSO's and Instructors must have a current NRA card with them when at LPSR.

**Actions.** Only .22 caliber rimfire rifles are allowed. Either a breech-loading, single-shot, bolt-action rifle or a repeater bolt action rifle with a box magazine can be used. Tubular or high-capacity magazines (more than 10 rounds) are not allowed. If magazines are used, the range commands must include "magazines out after firing all rounds" to ensure the firing line is safe after all shots are fired.

**Ratio.** One NRA range safety officer per eight shooters. One NRA rifle instructor for eight shooters while firing.

**Shotgun**

**Range supervision.** A certified NRA range safety officer is to directly supervise live fire on the range. The RSO is responsible for insuring that all range policies and procedures are followed. Additionally, the instruction offered must be done by a currently certified National Camping School shooting sports director certified as an NRA shotgun instructor or an NRA certified shotgun instructor or NRA/USA Shooting/CMP certified shotgun coach. These must be two separate individuals. Both RSO's and Instructors must have a current NRA card with them when at LPSR.

**Caliber.** Only 20 gauge shotguns are allowed on the shotgun range at LPSR.

**Ratio.** One NRA range safety officer must be present for each group consisting of a maximum of six shooters. One NRA instructor for each student is required when loading and firing a shotgun.

**Pistol**

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**Range.** Pistols are fired from the rifle range. Pistols and rifles cannot be used simultaneously for safety reasons.

**Range supervision.** A certified NRA range safety officer is to directly supervise live fire on the range. The RSO is responsible for insuring that all range policies and procedures are followed. Additionally, the instruction offered must be done by a currently certified National Camping School

shooting sports director certified as an NRA pistol instructor or an NRA certified pistol instructor or NRA/USA Shooting/CMP certified pistol coach. These must be two separate individuals. Both RSO's and Instructors must have a current NRA card with them when at LPSR.

**Caliber.** Only .22 caliber pistols are allowed on the range.

**Restrictions.** Only Venturing, Sea Scouts and Explorers are allowed to fire

.22 pistols on the range. Boy Scouts are not allowed to use .22 pistols at Lost Pines.

**Ratio.** One NRA range safety officer per three shooters. One NRA pistol instructor per shooter while shooting.

#### Muzzleloading Rifle

**Range supervision.** A certified NRA range safety officer is directly supervising all live fire on the range. The RSO is responsible for insuring that all range policies and procedures are followed. Additionally, the instruction offered must be done by a currently certified National Camping School shooting sports director certified as an NRA/NMLRA muzzleloading rifle instructor, or an NRA/NMLRA muzzleloading rifle instructor, or a National Muzzleloading Rifle Association rifle instructor. These must be two separate individuals. Both RSO's and Instructors must have a current NRA card with them when at LPSR.

**Ratio.** One NRA range safety officer per eight shooters. One NRA/NMLRA muzzleloading rifle instructor or National Muzzleloading Rifle Association rifle instructor per shooter while loading and firing.

**All firearms and ammunition must be secured in or by a locking device before the instructor and/or RSO are allowed to leave range observation or firing line area.**

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**Archery**

Archery is one of the safest sports, but there are precautions that need to be considered before, during and after shooting.

**Archery Range Requirements**

- a. Archery equipment must be used in places that are especially set up for target practice-such as indoor and outdoor target ranges. No one shall release an arrow anywhere on club grounds without the express consent of the Camping Director, Camp Ranger, or Shooting Sports Committee, except  
  
on the range nor shall they release it in such a way that it will fall in any but these areas.
- b. Ranges should meet at least the minimum requirements specified by the Boy Scouts of America (BSA) or National Archery Association (NAA) program guidance documents.
- c. The range must be under the supervision of an adult ( $\geq 18$  years old) who holds a certification of at least Basic Instructor (Level 1) from the National Archery Association National Field Archery Association, or National Alliance for the Development of Archery.
- d. Units are responsible for providing their own instructors and are encouraged to have adults trained for that purpose. A Basic Instructor course is offered once a year by the council. A list of instructors is available through the council's shooting sports webpage.
- e. Units may reserve archery equipment through the council when making a camping reservation and check it out at camp.
- f. Instructors may provide archery equipment of their own for unit use, but it must be checked by the Camp Ranger and must remain locked up and not accessible by scouts except on the range. No one else should bring archery equipment to camp.
- g. All equipment should be examined prior to any shoot. The Instructor is responsible and should discard any unsafe bows or arrows.
- h. Ranges are open only during daylight hours. No shooting is permitted prior to 8:00am or after 5:30pm in the winter and 8:00pm in the summer.
- i. An adult aged 21 or over holding current First Aid and CPR certifications must be present in the range area when archers are shooting.
- j. A First Aid kit will be located in the equipment shed on the range.

**Archery Range Operating Rules**

- a. The Lead Instructor will be responsible for all commands and actions on the range.



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- b. Archers must stay behind the waiting line until instructed to pick up a bow and advance to the shooting line.
- c. A bow must not be loaded with an arrow unless standing on the "Shooting Line" and the signal to start shooting has been given.
- d. Only a loaded bow should be drawn and only at the firing line (e.g., no "dry firing")
- e. A loaded bow must only be pointed at the assigned target.
- f. When archers have shot their designated arrows, they should step back from the shooting line to the waiting line.
- g. Only when everyone has finished shooting should the signal to move forward to collect the arrows be given. No one moves forward beyond the shooting line to collect arrows until instructed to do so.
- h. While someone else is shooting other's eyes and minds should be kept alert for possible danger. If one has doubts of any nature, one must not shoot.
- i. If an arrow or part of equipment is dropped in front of the shooting line while shooting is in progress, it can only be picked up after shooting has stopped.
- j. Archers will walk forward to collect the arrows.
- k. Always walk up to the side of the target butt, so as to not to accidentally walk into the rear of the arrows lodged in the target.
- l. One person at a time should withdraw their arrows from the target.
- m. When withdrawing arrows from the target, make sure no-one is standing in front of the target or in the way of the withdrawn arrows. Withdrawing the arrows may require some force and the arrows may come out suddenly from the target butt and the rear end of the arrow could hit someone standing in front of the target.
- n. Everyone shooting should help to find any arrows that may have missed the target.
- o. When carrying arrows, always cover the points with your hand, hold them to the side, and walk.
- p. Everyone must return to the shooting line and the range checked to make sure no-one is behind the target butts or in the shooting zone before the signal to commence shooting is given. The instructor should be the last one to walk to the shooting line.
- q. If any person or animal (i.e. dog) enters the shooting zone while shooting is in progress, the emergency signal must be given (4 or more blasts of a whistle) and all shooting must stop immediately. Even if the bow is held at full draw and the signal is given, the arrow must not be released. The bow should be pointed at the ground and the bowstring let slowly forward. The arrow should be removed from the bow until the range is clear.

## **10. Firearms Range Areas**

### **a. All ranges**

- (1) Must have an Capitol Area Council approved RSO on duty at all times

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1. Comply with all general rules and safety requirements.
- b. Registered member use areas
  - (1) General rules
    - i. Have your tour permit with you at the range.
    - ii. Always close entry gate when you enter or exit, and use red flags
    - iii. Check downrange for other shooters or range maintenance personnel. Do not set up downrange or uprange of other shooters.
    - iv. Be prepared to share the range facilities with others. Be cooperative.
    - v. Red flags indicate use in progress.
  - (2) Rifle Range
    - i. Do not shoot across the range to other than your position target
    - ii. Do not shoot at the ground, at non-approved targets, or above the berm
  - (3) Shotgun Range
    - i. Number 6 shot or smaller. No slugs!
    - ii. Throw clay targets in the approved direction.
    - iii. No handguns or rifles on the shotgun range.
  - (4) Muzzleloading Range
    - I. The muzzleloading Range is used only for Council events or activities approved by the Shooting Sports Committee.

#### **11. Alcoholic Beverages and Drugs**

Shooters may not consume alcoholic beverages or drugs (including prescription and over-the-counter medications) before or during live firing. The CRSO or RSO will deny range access to anyone in violation.

#### **12. Emergency Procedures**

See Appendix C

#### **13. RSO Running the Rifle Range**

1. Review: Three Safety Rules poster.
  - a. Always keep the gun pointed in a safe direction.
    - b. Always keep your finger off the trigger until ready to shoot.
    - c. Always keep the gun unloaded until ready to shoot.
2. Review: Range Safety Rules
  - a. Cease Fire! May be shouted by anyone for a safety issue.
    - b. Eye and ear protection is mandatory for everyone on the range.
    - c. Misfires must be flagged and cleared in position on the range.
    - d. Cleaning hands and face after a shooting session is mandatory.
3. Identify Range Safety Officer (orange hat).
4. Prepare target area (set targets).
5. Prepare firearms for shooting (safe handling protocol).

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6. Place firearms at shooting stations (safe handling protocol).
7. Set up ammunition table with ammo blocks (adult supervised until stored).
8. Begin live fire exercise.
9. All ammunition is gathered and stored.
10. Firearms are gathered and stored.
11. Targets and equipment are gathered and stored.
12. Police the area for brass, water bottles, targets, and trash – pack it out!
13. Be responsible for the proper cleaning of all Council firearms
14. Tag and report to the ranger any Council firearms that are not in working order.

#### **14. RSO Running the Shotgun Range**

1. Review: Three Safety Rules poster.
  - a. Always keep the gun pointed in a safe direction.
  - b. Always keep your finger off the trigger until ready to shoot.
  - c. Always keep the gun unloaded until ready to shoot.
2. Review: Range Safety Rules
  - a. Cease Fire! May be shouted by anyone for a safety issue.
  - b. Eye and ear protection is mandatory for everyone on the range.
  - c. Misfires must be flagged and cleared in position on the range.
  - d. Cleaning hands and face after a shooting session is mandatory.
3. Identify Range Safety Officer (bright color hat or vest).
4. Prepare target area throw sighting clays.
5. Prepare firearms for shooting (safe handling protocol).
6. Place firearms at shooting stations (safe handling protocol).
7. Set up ammunition table (adult supervised until stored).
8. Begin live fire exercise.
9. All ammunition is gathered and stored.
10. Firearms are gathered and stored.
11. Targets and equipment are gathered and stored.
12. Police the area for hulls, water bottles, targets, and trash – pack it out!
13. Be responsible for the proper cleaning of all Council firearms
14. Tag and report to the ranger any Council firearms that are not in working order.

#### **15. RSO Running the Muzzleloading Rifle Program**

1. Review: Three Safety Rules poster.
  - a. Always keep the gun pointed in a safe direction.
  - b. Always keep your finger off the trigger until ready to shoot.
  - c. Always keep the gun unloaded until ready to shoot.
2. Review: Range Safety Rules

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- a. Cease Fire! May be shouted by anyone for a safety issue.
- b. Eye and ear protection is mandatory for everyone on the range.
- c. Misfires must be flagged and cleared in position on the range.
- d. Cleaning hands and face after a shooting session is mandatory.
3. Identify Range Safety Officer (bright color hat or vest).
4. Prepare target area (set targets).
5. Prepare firearms for shooting (safe handling protocol).
6. Place firearms at shooting stations (safe handling protocol).
7. Set up ammunition table away from the shooting area.
8. Begin live fire exercise.
9. All ammunition is gathered and stored.
11. Firearms are gathered and stored.
12. Targets and equipment are gathered and stored.
13. Police the area for water bottles, targets, and trash – pack it out!
14. Be responsible for the proper cleaning of all Council firearms
15. Tag and report to the ranger any Council firearms that are not in working order.

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**APPENDIX A**  
**NRA Gun Safety Rules**

**Three Fundamental NRA Rules for Safe Gun Handling**

1. Always keep the gun pointed in a safe direction.
2. Always keep your finger off the trigger until ready to shoot.
3. Always keep the gun unloaded until ready to use.

**Rules for Safe Use**

4. Know your target and what is beyond.
5. Be sure the gun is safe to operate.
6. Know how to use the gun safely.
7. Use only the correct ammunition for your gun.
8. Wear eye and ear protection as appropriate.
9. •Never use alcohol or drugs before or while shooting.
10. Know and obey all range commands.
11. Know where others are at all times.
12. Shoot only at authorized targets.
13. Do not handle a firearm or stand at the firing line where firearms are present while others are downrange.
14. Stop shooting immediately upon the command of "Cease Firing."

**NRA Hygiene Guidelines**

- Refrain from eating, drinking, smoking, applying makeup, or otherwise placing hands in proximity to the mouth or nose while on the range or cleaning a gun.
- Wash your hands and face with cold water after leaving the range or cleaning area before eating, or drinking.
- Change and wash clothing after a shooting or gun cleaning session to minimize exposure airborne particulate lead or solvent and cleaning product residues.

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**APPENDIX B**  
**Range Commands**

- **"ON THE FIRING LINE"** means for shooters to take their assigned place at their firing point and prepare to fire, but do not load.
- **"IS THE LINE READY?"** allows a shooter with problems to raise an arm and call **"NOT READY"** The range officer will immediately state: **"THE LINE IS NOT READY"**.
- **"LOAD"** means shooters are given permission to load authorized number of rounds and prepare for the shooting event.
- **"READY ON THE FIRING LINE!"** means that the rifle chambers are loaded and ready.
- **"THE LINE IS READY"** means all shooters are ready to begin.
- **"COMMENCE FIRING!"** signals shooters to begin shooting. This command may be signaled verbally, by a whistle or other means.
- **"CEASE FIRE!"** notifies shooters to stop firing immediately, keep their firearm pointed in a safe direction, finger off the trigger and await further instructions. The Cease fire command can be given by anyone observing an unsafe condition, e.g., if a person is downrange.
- **"CEASE FIRE—ACTIONS OPEN, SAFETIES ON!"** notifies shooters to stop firing immediately and all rifle chambers and magazines are unloaded and shooters leave the firing line with the actions of their rifles open. Only the RSO can issue this command.
- **"AS YOU WERE"** means to disregard the command just given.
- **"CARRY ON"** means to proceed with whatever was being done before the interruption occurred. Only the RSO can issue this command.
- **"RANGE IS COLD"** means all shooters to safe line; line has been verified to confirm that all firearms are empty and flagged; eyes and ears can be removed
- **"RANGE IS HOT"** means that eye and ear protection is required on all shooters, instructors and range personnel. Live ammunition is available to firearms and firing will shortly commence.

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APPENDIX C

# Emergency Procedures

1. RSO will take charge of the situation.  
(Determine seriousness of injury)
2. Render first aid if qualified.
3. Call **911** for help via cellular telephone if necessary.
4. Direct help to location. (Lost Pines Scout Reservation, 785 FM 1441 Bastrop, TX 78602. GPS: 30.171533,-97.26413).
5. Call the Lost Pines Ranger on duty at **512-966-1531** or **512-756-0000** or **512-915-3928**
6. Rick Denison, Director of Support Service at office: **512-617-8627** cell: **512-944-7751**.
7. Take notes. An Incident Information Report should be in possession while on the range.

# Incident Information Report

(Events or allegations of injury, illness, or property damage including employment and directors and officers issues)

Incident date: \_\_\_\_\_ Time: \_\_\_\_\_

Reporting date: \_\_\_\_\_ Time: \_\_\_\_\_

Council/BSA location: \_\_\_\_\_  Leader  Parent  Other: \_\_\_\_\_

Reporting person: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Specific area where incident occurred:

Cause of incident:

Program/event/adventure code: \_\_\_\_\_

Did the incident occur while transporting to/from an activity?  Yes  No

Comments:

## Individuals Involved (Duplicate if Needed)

Name: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_  
City State Zip

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Unit No.: \_\_\_\_\_ Council: \_\_\_\_\_

Scouting role: \_\_\_\_\_

Type of injury or property damage: \_\_\_\_\_ Injured body part: \_\_\_\_\_

Was medical treatment given at scene?  Yes  No Type: \_\_\_\_\_

Medical disposition (transported to hospital, etc.): \_\_\_\_\_

*Return this completed form to your council's designated user for entry into RiskConsole via MyBSA Incident Entry.*



BOY SCOUTS OF AMERICA®



**Witnesses**

Name: \_\_\_\_\_  
                    First                                    Middle                                    Last

Address: \_\_\_\_\_  
                    City                                    State                                    Zip

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

**Others**

Name: \_\_\_\_\_  
                    First                                    Middle                                    Last

Address: \_\_\_\_\_  
                    City                                    State                                    Zip

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

**Property Damage (if applicable)**

Property or vehicle make/model/year: \_\_\_\_\_

Color: \_\_\_\_\_ License plate No.: \_\_\_\_\_

**Driver Contact Information (if applicable)**

Name: \_\_\_\_\_  
                    First                                    Middle                                    Last

Address: \_\_\_\_\_  
                    City                                    State                                    Zip

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Passengers: \_\_\_\_\_ Contact information: \_\_\_\_\_

**Additional information:**

Information gathered at scene by: \_\_\_\_\_

Contact information: \_\_\_\_\_

*Return this completed form to your council's designated user for entry into RiskConsole via MyBSA Incident Entry.*

