

RISK MANAGEMENT ISSUES

INJURIES

If any member of Oregon DeMolay is injured while involved in a sanctioned event, Advisors need to do the following:

1. Ensure the DeMolay is safe, and obtain first aid if necessary.
2. Notify EMS if the injury is severe or will require ambulance to the nearest hospital.
3. DeMolay members who are less serious may be transported by their Advisor or other **adult** to local medical facilities for treatment.
4. Take the medical release form for the member with you to the medical facility.
5. As soon as possible, notify the member's parents of the injury.
6. Provide the medical staff with the member's own private insurance information (DeMolay Insurance is always secondary to the primary coverage), or any medical history information upon the release form.
7. Stay with the member until their parents arrive or ensure transportation home or return to the event if medically able.
8. Obtain the treating nurse and doctor's name and the chart number of the patient.
9. If the member is involved in an injury incident involving non-members who are also injured (such as a traffic accident), obtain their names, addresses, phone numbers and ask about the seriousness of their injuries for the report.
10. File an Oregon DeMolay injury report as soon as possible (see below)

In this section Chapter Advisors will find forms they may copy from the Internet to report injuries or property damage involving an individual DeMolay, an Advisor or guest.

*If a DeMolay is involved in an auto accident or injury or property loss or damage, not related to a DeMolay function, **no report is necessary.***

After completing the report, it should be emailed to Dad Robert Walliker, Oregon DeMolay staff Risk Management and Youth Protection Advisor. His email address is wallikerb@earthlink.net. He will review the report for completeness of information; proper format and the report will then be emailed to the Executive Officer for final review before it is sent to ISC.

Such reports need to be completed as soon as possible. Therefore if there is an insurance issue, ISC may start the process without delay. The reports are confidential.

DRIVING POLICY

Refer to your risk management guide for general guidelines. Basically, though, there are few hard and fast "rules." You are expected to develop a Chapter policy that is reasonable for your needs and prudent.

Generally, using youth drivers should be minimized. Adults should handle all driving of members wherever possible. However, that is not always possible and sometimes members want or need to pickup and transport other members. If they are a legal driver, there is no official DeMolay restriction at present. In the recent past, we did

forbid 16 and 17 year old drivers altogether due to national insurance problems. Those problems have been resolved.

It is suggested to limit member transport to drivers 18. Otherwise get parent approval for their son/daughter to travel with a 16 or 17 year old driver when a younger than 18 year old driver might be involved. Members without full coverage insurance and a decent, safe car are forbidden to drive other members.

Whenever possible, attempt to get members to a central meeting place such as the Hall where they are consolidated into adult driven cars. If you have a young driver transporting members to an event, due to lack of adult drivers, it is suggested you travel in caravan, with the young driver driven car between.

Bottom line is being prudent and reasonable. You can adopt a chapter policy that is more restrictive if you need to. If you feel any driver, youth or adult is unfit or unsafe to continue to drive members during an event or in the future, you should restrict them from transporting others and consider another mode of transportation.

Drinking or use of drugs and driving will not be tolerated.

YOUTH PROTECTION ISSUES

BACKGROUND CHECKS

It is the policy of Oregon DeMolay to run police background checks on all Advisors. Should an Advisor's background check reveal a criminal conviction, which could place, a youth at jeopardy (i.e. history of domestic violence, assaultive behavior, moral turpitude, drunk driving, drug conviction) the matter will be handled

confidentially between the Advisor, the Executive Officer and the Youth Protection Advisor.

An Advisor expelled due to an adverse report will have the right to present evidence to controvert the police computer information and may have the right to appeal, on a case-by-case basis. However, in all cases, the Executive Officer shall have the right to make the final decision.

SUBSTANCE USE

In Oregon, the consumption of alcohol, or non-prescription drugs by a Member will not be allowed. Advisors are cautioned to refrain from consumption of alcoholic beverages in the presence of members, during an event (or previous to an event, when the odor of alcohol would be detected), and to be cognizant about the effect of certain prescription drugs, which may cause drowsiness while driving.

In Oregon, Members will refrain from smoking, (even if the lawful age of 18) in the presence of other Members. Advisors will follow the same guidelines, and will remove themselves from the sight of Members when using tobacco products.

PHYSICAL CONFRONTATIONS

An Advisor will attempt to stop any physical confrontations between Members, or will attempt to obtain the assistance of other Advisors or adults by physically restraining the individuals. In no case will the Advisor use physical force, other than restraining, unless for self defense of themselves or another Advisor or Member.

INAPPROPRIATE BEHAVIOR

Advisors are not allowed to become physically intimate with or suggest such behavior to any Member.

Members who are observed “inappropriately and overtly amorous” with each other, and in sight of others, should be cautioned.

REPORTING

Under Oregon law, any injury to a child (an unmarried person under 18) by an adult or caregiver that is caused by other than accidental means, or where the explanation varies is child abuse. Child abuse is also defined as (1) failure to provide adequate shelter, food, medical attention, or (2) to cause observable and substantial impairment to a child’s ability to function by cruelty to that child or (3) to sexually exploit or molest, or (4) to place a child under threat of harm.

Oregon DeMolay has a policy of reporting child abuse as soon as possible to police, or child protective services. Advisors need not question the Member’s complaint or do any investigation or questioning. Should the Member ask the information to be kept confidential, the Advisor should explain all such matters are confidential, however, the law required them to report to authorities.

Also, Advisors should write down their recollections as soon as possible, to be accurate in their report to the authorities.

In all instances of suspected child abuse, Advisors should contact the Youth Protection Advisor and Executive Officer, as soon as possible.



Oregon DeMolay Risk Management Report
(Injury)

Person injured: Full name: _____ DOB: _____ (age _____)
Parent's name, address and phone number: _____

Were parents notified? (yes) (no)
By whom and when?

Location of incident:

Date: _____, 2001

Time: Approximately _____ am/pm

Description of injury:

Witness names: (1) _____
(2) _____

Describe first aid efforts:

Medical Transportation: Name or ambulance company: _____

Treating Medical Facility & Physician:

Primary Insurance Coverage:

ID or group number:

Extent of injury:

Brief summary of incident:

Costs:

Advisor completing report:

Send copy of report to Dad Bob Walliker
email wallikerb@earthlink.net
Address: 11872 SE Sunny Way, Clackamas, OR 97015
Questions: call 503-698-5430 (voice mail)
To notify me immediately pager # 503-599-8951



Oregon DeMolay Risk Management Report
(Property Damage or Theft)

Person/s Involved: Full name: _____ DOB: _____ (age _____)
Parent's name, address and phone number: _____

Were parents notified? (yes) (no)
By whom and when?

Location of incident:

Date: _____, 2001

Time: Approximately _____ am/pm

Description of property or item lost, stolen or damaged:

Witness: (1)
(2)

Brief summary of incident:

Were the police notified:

Officer's name and department:

Costs:

Advisor completing report:

Send copy of report to Dad Bob Walliker

email wallikerb@earthlink.net

Address: 11872 SE Sunny Way, Clackamas, OR 97015

Questions: call 503-698-5430 (voice mail)

To notify me immediately pager # 503-599-8951