



Incident Report

An "incident" is any occurrence, including but not limited to accidents, which involves or could potentially involve injury to persons or property or a breach of safety or security. An incident could involve not only Girl Scouts, but also staff, visitors, or volunteers.

This form is to be completed by the troop/group leader/event director/staff member and submitted to the council within a day of the incident to support@girlscouts-gssi.org. If the incident involves a girl, the original permission form should be attached.

Type of Incident _____

Incident time _____ Incident date _____

Location _____

Person(s) involved (Include witnesses.) Use the reverse side of this form if more space is needed.

Indicate: _____ Witness _____ Person Involved _____ Age _____
Name _____ Phone number _____
Street _____ City _____ State _____ Zip _____

Indicate: _____ Witness _____ Person Involved _____ Age _____
Name _____ Phone number _____
Street _____ City _____ State _____ Zip _____

Indicate: _____ Witness _____ Person Involved _____ Age _____
Name _____ Phone number _____
Street _____ City _____ State _____ Zip _____

Summary of incident. Use the reverse side of this form if more space is needed.

Injuries _____ Yes _____ No Disposition _____

Family (parent/guardian/spouse) contacted? _____ Yes _____ No
If yes - by whom _____ When _____

Authorities contacted? _____ Yes _____ No
If yes - by whom _____ When _____

Report given by _____ Date ____/____/____

Report recorded by _____ Date ____/____/____

Report must be reviewed by a Director (Membership, Program, Customer Care), COO or the CEO:

Signature _____ Position _____ Date _____