

# Accident/Incident Report

File this report within 24 hours of an accident/incident that occurs during a Girl Scout activity.

Email completed report to [info@girlscoutshs.org](mailto:info@girlscoutshs.org) or mail to:

Girl Scouts Heart of the South  
825 Valleybrook Drive  
Memphis, TN 38120

**Person Involved/ Injured** Name \_\_\_\_\_  
Phone: Home (\_\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Troop # \_\_\_\_\_ Grade Level \_\_\_\_\_  Adult  Girl Age \_\_\_\_\_ Sex \_\_\_\_\_  
Parent/Guardian (if minor) \_\_\_\_\_  
Home # (\_\_\_\_\_) \_\_\_\_\_ Work # (\_\_\_\_\_) \_\_\_\_\_  
Was parent notified?  Yes  No By Whom \_\_\_\_\_

**Description of Accident/ Incident** Date \_\_\_\_\_ Time \_\_\_\_\_  a.m.  p.m. Location \_\_\_\_\_  
Type of Activity \_\_\_\_\_  
Describe what happened and injury: (Use the back of this form if necessary.)  
\_\_\_\_\_

**Witnesses** Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Describe Care Given** Care given by whom: \_\_\_\_\_  
Describe care: (Use the back of this form if necessary.)  
\_\_\_\_\_

**Medical Treatment** Physician's name \_\_\_\_\_  
Location \_\_\_\_\_  
Hospital/Clinic \_\_\_\_\_  
Location \_\_\_\_\_  
Was person retained overnight in hospital?  Yes  No Date released \_\_\_\_\_

**Person Completing This Form** Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Position \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

### Office Use

Claim form(s) sent to \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Claim submitted for payment to \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

[www.girlscoutshs.org](http://www.girlscoutshs.org)

800.624.4185

Jackson, TN: 1007 Old Humboldt Rd., Jackson, TN 38305

Memphis, TN: 825 Valleybrook Drive, Memphis, TN 38120

Tupelo, MS: 1140 W. Main St., Tupelo, MS 38801

# Accident/Incident and Emergency Procedure Guidelines

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- Adhere to all Safety Activity Checkpoints
  - Please keep a copy of these guidelines and report form with you in your First-Aid Kit at all Girl Scout Activities.
  - In the event of a serious accident, emergency or fatality please follow the following council emergency procedures:
    1. Provide First Aid to the injured person. Dial 9-1-1 if emergency assistance is needed.
    2. Keep a responsible person at the scene at all times.
    3. Keep the girls calm and occupied.
    4. Notify the Council Crisis Team: during business hours at 800-624-4185 or after hours at (901) 463-2999.
    5. Call your troop's emergency contact person to let the parents know there is a delay. Have it planned in advance what the person will say.
    6. In the event of a fatality, see that no disturbance of the victim or surroundings is permitted until police arrive.
    7. Do not surrender permission slips or medical records. **Keep your copies.**
    8. Refer all media (press, radio, TV) inquiries to the Council. **Do not make any statements or release names to anyone.**
    9. File an Accident/Incident Report and refer all insurance questions to Council personnel.

**Please remember:** Only Council-designated spokespersons (Council Crisis Team) are authorized to speak on behalf of the Council. It is very important that communications are controlled to minimize risk. A good response is:

"I really don't have all of the information you are looking for. You need to speak with someone from our communications team."

Feel free to give them the office phone number: 800-624-4185.

In addition to reporting emergencies and serious injuries occurring during a Girl Scout activity or on Girl Scout property to the Council Crisis Team, you are asked to report any situation or potential situation that poses a threat to the Girl Scout name and/or impairs the Council's ability to operate effectively.

The Council Crisis Team appreciates it when it has time to **Be Prepared.**

- An Accident/Incident Report should be completed for any accident, illness or inappropriate behavior that occurs on the site or during a program event. It is used to supplement insurance information and to notify the council of an incident while awaiting insurance forms and doctor's statements.
- 10. This report should be completed and submitted to the council office within 24 hours following the incident.
- A leader, activity planner or parent may fill in sections of the form that relate to their actions. On-site First Aider and program director should complete separate forms.
- Incident report forms can be subpoenaed for legal evidence, so information should relate only to the known facts.

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