

Incident Report

When an accident or crisis occurs during a Girl Scout function, it is imperative that all facts be assembled as quickly as possible and verified. These facts must be provided to Girl Scouts of Southern Arizona as soon as possible. During business hours, call the numbers below. After hours, call the emergency number 1.520.977.6623. This form may also be used within the troop to substantiate minor incidents that may become problems at a later time. All of this information must be kept confidential and in a secure place. This form must be submitted within five days of an incident.

Contact		
name		troop #
		position
Incident		
date of incident	time	exact location of incident
Describe the event or incident:		
Describe the factors surrounding the event or incident:		
Who was involved?		
Describe nature of injuries or property damage:		
How could this have been prevented?		