



Girl Scouts of Northern California with offices in:
 Alameda, Chico, Eureka, Red Bluff, Redding, San Jose,
 Santa Rosa, & Ukiah
 T (800) 447-4475
 www.GirlScoutsNorCal.org

Girl Scouts of Northern California

Incident Report Form

Send this completed form to the Risk Management & Travel Team
 within 24 hours of the incident: Confidential Fax #: 510-562-3194
 Or Email insurance@girlscoutsnorcal.org

Use this form to report any non-injury incident that occurs which may result in future problems or other future repercussions for the people involved or for Girl Scouts of Northern California.

Incidents might include:

- A serious argument (may or may not escalate into verbal or physical threats)
- A physical altercation
- A non-injury incident of any sort where police are summoned
- Possible or threatened legal proceedings
- Possible or threatened adverse report to the media

***If the incident involves any sort of accident or injury, please use the Accident/Injury Report Form.**

Your contact information:

Name: _____ Troop #: _____ Service Unit: _____

Email: _____ Daytime Phone #: _____ Cell Phone #: _____

Address: _____

City: _____ State: CA _____ Zip: _____

Signature: _____ Date: _____

About the Incident:

In the spaces provided here or attachment pages, describe the sequence of the incident in detail including:

Date: _____ Time: _____ Location: _____

Names of people involved in the incident: _____ Contact information of people involved: (phone, email, mailing address) _____

What circumstances led to the incident? What were people doing at the time? Were there any previous situations which contributed to the incident?

Provide as complete an account as possible of what was said and what happened between the people involved.
 (use additional pages if necessary)

Describe the procedures that were followed by troop or event volunteers (Whom, position, what was done or said, etc.)

Names of people who witnessed the incident: _____ Contact information of witnesses (phone, email, mailing address) _____

Were local authorities called? yes No Describe any contact made with/by the media regarding the incident:
 If yes describe: _____

Names of council staff members notified: _____ Date: _____