

INCIDENT REPORT—Part 1

To be completed by adult-in-charge when the incident occurred. Council staff will complete Part 2.

Please submit this form to the CEO at the Girl Scout Service Center in Albuquerque within five (5) days of emergency. Also include any photographs, news clips, police reports, coroner’s reports.

Person submitting Report: _____ Date Submitted: _____

Address: _____ Phone: _____

Girl Scout Position: _____

Date of Emergency: _____ Time: _____ Location: _____

Emergency reported to _____ (name of person) at Girl Scouts of New Mexico Trails on _____ (date) at _____ time, by telephone _____ in person _____.

Adult in charge at time of emergency: _____

Position: _____ Phone: _____

Please list name(s), age(s), and address(es) of injured. Use additional pages if necessary.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Brief Description of Emergency

a. Sequence of activity (e.g., at beginning of swimming, etc.):

b. Location (e.g. where was the person in relation to the leader/other participants):

c. Exactly what was the person doing? How did the incident occur?

Signature of Person Completing Form

Date

INCIDENT REPORT PART 2 - TO BE COMPLETED BY COUNCIL STAFF

d. Response from insurance representative.

e. Witnesses. Those who were present or observed occurrence(s) (include names and addresses).

f. Type of assistance needed from National headquarters (GSUSA).

g. Actions taken/planned by Council to date.

h. Have the Leader or other registered adults completed appropriate training? YES_____NO_____

List Trainings:

Attach the following documents:

Copy of Event Plan or Troop Trip Application, along with Council responses.

Copies of parent permission forms.

General Comments:

Signature of Council Staff Completing Form

Date