



This report is to be filed immediately with the regional office as soon after the incident as is feasible and reasonably possible.

Incident Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Name of Member \_\_\_\_\_  Girl  Adult

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Service Unit \_\_\_\_\_ Troop No. \_\_\_\_\_

Facts and Brief Description of Incident \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness \_\_\_\_\_ Telephone \_\_\_\_\_

Witness \_\_\_\_\_ Telephone \_\_\_\_\_

*Attach Any Supporting Evidence (newspaper clippings, etc.)*

Police or other agency notified \_\_\_\_\_

Name of Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Submitted By \_\_\_\_\_ Telephone \_\_\_\_\_

Date Report Filed with Council \_\_\_\_\_

**SUBMIT TO:**

**Girl Scouts**  
P.O. Box 15969 • Chattanooga, TN 37415  
423-877-2688 • 800-446-2472 • Fax 423-877-5587

## **EMERGENCY PROCEDURES:**

**Health and safety precautions prevent many accidents.**

**There are times, however, in spite of our best efforts, that accidents do happen.**

**Do Not Panic.**

### **Major Emergency**

1. Care for the victim first. A qualified First Aider or Nurse should begin administering First Aid immediately.
2. Secure a doctor, ambulance, or police, if appropriate.
3. Take injured party to the nearest licensed medical help.
4. Place a competent adult at the scene of the accident. Make sure area is not disturbed until the police have arrived.
5. Place a competent person in charge of the rest of the group.
6. Make no public statements except to the police. Avoid discussion with the news media – refer them to the Regional Vice President. Say “I am not authorized to make a statement. I will be glad to take your name and telephone number so that the Regional Vice President can get back to you.”
7. Immediately contact the Girl Scout Service Center:

**Telephone: 423-877-2688 (press 1 for an emergency)  
1-800-446-2472**

If these numbers are called during the hours the Service Center is closed, the call will be forwarded. This will provide 24-hour contact.

8. A representative of the Council will notify the parent/guardian. Please have the phone number of the Girl Scout ready so there is as little delay as possible.
9. Identify the call as concerning a major Girl Scout emergency and someone will immediately provide assistance. Troop/group leaders should have these phone numbers with them at all times on outings and trips.

### **For Your Protection**

Note the exact time of each occurrence, each step taken, by whom and to whom. Make a sketch of the scene, including a description of the location and placement of people involved. Write down names and addresses of witnesses.