



INCIDENT REPORT

This report is to be filed with the Council C.E.O. as soon after the incident as is feasibly 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 _____

Girl Scouts of Moccasin Bend Council
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 Council C.E.O. Say “I am not authorized to make a statement. I will be glad to take your name and telephone number so that the Council C.E.O. 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.