

Incident Report

Sensitive issues occur in everyday life. You may have to deal with them as you represent the Girl Scouts of Central Illinois in your capacity as a volunteer or staff member. An Incident Report should be completed as soon as possible, but within 24 hours following the occurrence. This will enable the council to respond to a sensitive situation effectively. If appropriate, council staff or authorities will initiate further investigation or intervention. Reportable sensitive incidents include but are not limited to:

- Accident involving injury during troop activities (also complete Mutual of Omaha claim form).
- An estranged parent makes an unusual appearance at a troop meeting wanting to visit with his/her child.
- A Girl Scout reveals an abuse episode to her leader.
- A stranger confronts Girl Scouts on a field trip and makes a suggestive or inappropriate remark or exhibits unusual behavior.
- A girl participant has displayed inappropriate behavior or expressed extreme emotions.

Please complete the Incident Report as accurately as possible.

A. Incident Information

Date of Incident _____ Time of Incident _____ a.m. or p.m.

Location _____

Name of Victim(s): _____ Age(s) _____

Victim(s) Address _____

Parent's Name _____ Phone # _____

Name of person filling out report _____

Role/Position _____

Phone # _____ Email _____

B. Witnesses (attach signed statements)

Name _____ Phone # _____

Name _____ Phone # _____

Name _____ Phone # _____

C. Provide a brief description of the incident

What happened? How did it happen? Where did it happen? Who was involved?

(continue on next page)

D. First Aid

Was first aid given? Yes No

If yes, by whom? _____

Description of First Aid _____

After the incident, did/was the injured:

continue activity? limit activity? sent home? taken to the hospital?

If taken to hospital, who took injured? _____

Name/Address of Hospital _____

E. Parent Notification

Were parents notified? Yes No When? _____

If yes, how? (in writing, phone, etc.) _____ Who notified parents? _____

F. Was there damage to person(s) or property? Yes No

If yes, please describe _____

G. Were authorities contacted? Yes No (police, school officials, social services, etc.)

Who was contacted? _____ When? _____

By whom? _____

This is confidential information and it should not be discussed with anyone other than the proper authorities and appropriate Girl Scout staff.

Return this form in a sealed envelope clearly labeled "CONFIDENTIAL" to your Membership Specialist or directly to your regional service center.

Girl Scouts of Central Illinois
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