



Girl Scouts®

Accident/Incident Report

File this report within 24 hours of an accident/incident that occurs during a Girl Scout activity.

Fax (901-797-2183) or mail to: Girl Scouts Heart of the South
P. O. Box 240246
Memphis, TN 38124-0246

Person Involved/ Injured
Name
Phone: Home () Work: () Cell: ()
Address City State Zip
Tr. # Age Level [] Adult [] Girl Age Sex
Parent/Guardian (if minor)
Home # () Work # ()
Was parent notified? [] Yes [] No By Whom

Description of Accident/ Incident
Date Time [] a.m. [] p.m. Location
Type of Activity
Describe what happened and injury: (Use the back of this form if necessary.)

Witnesses
Name Phone ()
Address City State Zip
Name Phone ()
Address City State Zip

Describe Care Given
Care given by whom:
Describe care: (Use the back of this form if necessary.)

Medical Treatment
Physician's name
Location
Hospital
Location
Was person retained overnight in hospital? [] Yes [] No Date released

Person Completing This Form
Name Phone ()
Address City State Zip
Position
Signature Date

Office Use

Claim form(s) sent to Date
Claim submitted for payment to Date

Regional Service Centers

Columbus, MS - 662-328-1930 FAX: 662-328-1220 321 7th Street North, Columbus, MS 39701 Mailing: P. O. Box 2492, Columbus, MS 39704
Corinth, MS - 662-287-8321 FAX: 662-286-8142 718 Taylor Street, Corinth, MS 38834 Mailing: P. O. Box 1145, Corinth, MS 38835
Grenada, MS - 662-226-0255 or 888-453-2034 FAX: 662-226-0258 2430 Sunset Drive Ste D, Grenada, MS 38901
Jackson, TN - 731-668-1122 FAX: 731-661-0011 1007 Old Humboldt Road, Jackson, TN 38305
Memphis, TN - 901-767-1440 or 800-727-8104 FAX: 901-797-2183 2715 Kirby Pkwy, Ste 1, Mphs, TN 38119 Mailing: PO Box 240246, Memphis, TN 38124
Tupelo, MS - 662-844-7577 or 800-624-4185 FAX: 662-680-3164 1800 W. Main St., Tupelo, MS 38801 Mailing: P.O. Box 1087, Tupelo, MS 38802



Accident/Incident Report Guidelines

- Please keep a copy of this form with you at all Girl Scout activities. These guidelines should be kept in your First-Aid Kit.
- In the case of a serious accident or fatality, please follow council emergency procedures included in the Leader's Information Manual.
- Incident reports should be completed for any accident, illness or inappropriate behavior that occurs on the site or during program event. It is used to supplement insurance information and to notify the council of an incident while awaiting insurance forms and doctor's statements.
- This report should be completed and submitted to the council office within 24 hours following the incident. You may call the council and file an initial report by phone; a copy will then be mailed for your signature.
- A leader, activity director or counselor may fill in sections of the form that relate to their actions. On-site First Aider and Program Director should complete separate forms.
- Incident report forms can be subpoenaed for legal evidence, so information should relate only to the known facts.

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Website: www.girlscoutshs.org