

Incident Report

(Use this form to document a serious accident, concern for girl safety, or complaint.)

Location:

Description of incident or concern:

Date(s) of Incident:

Names of Persons Involved (including ages and troop if girls):

Any Witnesses? Yes No

Names and phone numbers of any witnesses:

Description:

If an injury was sustained: 1. Type of injury 2. Name of first aider involved 3. Type of first aid given 4. What happened? Did person continue activity, go home, go to a medical facility? 5. Were parents notified? 6. Provide chronological timeline.

If this is a concern for girl safety, please provide specifics and contact information for all parties involved.

Resolution:

Submitted by:

Date:

Phone #:

Accident/Incident Report Procedures

Thank you for your commitment to creating safe and positive Girl Scout experiences. If an incident or accident occurs, stay calm, provide appropriate care, and follow the steps below to ensure timely communication and accurate reporting.

Minor Accidents & Illness (no threat to life, limb, or ongoing health)

- **Provide first aid.**
- **Notify a parent/guardian.** Arrange for them to pick up the youth if they are not able to continue with the activity or if they're likely to be contagious.
- **Record any medications or treatments provided.**
- **Complete a USAGSO Incident Report form.** Provide a copy to your Overseas Committee Chair (if applicable). If no Overseas Committee Chair, email a copy directly to overseascustomer@girlscouts.org.
- *After the incident:* Offer the family information on filing an Activity Accident claim with Mutual of Omaha for out-of-pocket medical expenses. If the family wishes to file a claim, assist them in completing the **Mutual of Omaha Claim Form** and submit to USA Girl Scouts Overseas.

Serious Accidents & Medical Emergencies

- **Provide first aid.**
- **Call 9-1-1 or your local emergency number.** Provide the victim's health history, permission form, and incident details.
- Ask a responsible adult to **move non-injured individuals** away from the scene and calmly supervise them.
- One adult should **accompany the victim to the hospital** while others stay with the group. It's okay to suspend supervision ratios in emergencies. Plan to get the others settled or back home.
- **Notify a parent/guardian** or emergency contact.
- **Contact** your Overseas Committee Management Team (if applicable) and USA Girl Scouts Overseas.
- **Complete a USAGSO Incident Report form.** Provide a copy to your Overseas Committee Chair (if applicable). If no Overseas Committee Chair, email a copy directly to overseascustomer@girlscouts.org.
- *After the incident:* Offer the family information on filing an Activity Accident claim with Mutual of Omaha for out-of-pocket medical expenses. If the family wishes to file a claim, assist them in completing the **Mutual of Omaha Claim Form** and submit to USA Girl Scouts Overseas.

EMERGENCY PHONE NUMBERS (complete)

- **Local Emergency Number (9-1-1):** _____
- **OCMT Emergency Number:** _____
- **USA Girl Scouts Overseas: 800-467-0070**

(This number connects to a recorded line. Please leave your name, number, and a brief description of the emergency. Your message will be escalated promptly to the appropriate staff team in your area.)