



Girl Scouts of Northern California  
 With offices in: Chico, Eureka, Oakland,  
 Red Bluff, Redding, San Jose,  
 Santa Rosa, & Ukiah  
 www.GirlScoutsNorCal.org  
 info@GirlScoutsNorCal.org

# Incident Report Form

Fax this form to the program assistant in the Oakland office within 24 hours of incident:  
 510-633-7925  
 or email form to: program@GirlScoutsNorCal.org

**Use this form to report any non-injury incident that occurs which may result in future problems or other future repercussions for the people involved or for Girl Scouts of Northern California.**

**Incidents might include:**

- A serious argument (may or may not escalate into verbal or physical threats)
- A physical altercation
- A non-injury incident of any sort where police are summoned
- Possible or threatened legal proceedings
- Possible or threatened adverse report to the media

**If the incident involves any sort of accident or injury, please use the Accident/Injury Report Form.**

**Your contact information:**

NAME: \_\_\_\_\_ TROOP #: \_\_\_\_\_ SERVICE UNIT: \_\_\_\_\_  
 E-MAIL \_\_\_\_\_ DAYTIME PHONE #: \_\_\_\_\_ EVENING #: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: CA ZIP \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

**About the incident:** In the space provided and on the reverse of this page or on a separate sheet of paper, describe the sequence of activity in detail including:

|  |   |   |
|--|---|---|
| Date:  | Time:   | Location:   |
| Names of people involved in incident:  |   | Contact information of people involved (phone, e-mail, mailing address) |
| What circumstances led to the incident? What were people doing at the time? Were there any previous situations which contributed to the incident?                      |   |   |
| Provide as complete an account as possible of what was said and what happened between the people involved (use reverse of this form and/or additional pages if needed) |   |   |
| Describe the procedures that were followed by troop or event volunteers (whom, position, what was done or said, etc.)  |   |   |
| Names of people who witnessed the incident:  |   | Contact information of witnesses (telephone, e-mail, mailing address)   |
| Were local authorities such as law officers, fire, EMT, notified? If yes, describe.  | Describe any contact made with/by the media regarding this situation: |   |
| Names of any council staff members notified:   |   |   |