



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:  
 510-562-3194  
 or email form to: insurance@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:		