



Accident, Close Call / Incident Report

Girl Scouts of the Appalachian Council, Inc.

1100 Woodland Avenue / P.O. Box 3100 CRS

Johnson City, TN 37602-3100

(423) 929-8185 . 1-800-428-3991 . Fax (423) 929-8117

email – info@girlscoutsappalachian.org

COMPLETE IMMEDIATELY FOLLOWING THE INCIDENT AND RETURN AS SOON AS POSSIBLE TO GIRL SCOUTS OF THE APPALACHIAN COUNCIL, INC., PO BOX 3100 CRS, JOHNSON CITY, TENNESSEE 37602.

DATE: _____ **TIME OF OCCURRENCE:** _____

LOCATION OF OCCURRENCE: _____

TYPE: (CHECK ONE)

_____ Accident is an unplanned event that resulted in injury or property damage.

_____ Close Call / Incidents are situations that could result in an accident or unplanned events with dangerous potential.

DESCRIBE IN DETAIL HOW THE INCIDENT OCCURRED: (this could include sketch if appropriate and use of additional sheets if necessary.)

DESCRIBE EACH STEP OR ACTION TAKEN, BY WHOM AND WHEN: (Example: leg was elevated with pillows by our Health Supervisor, Jane Doe.)

LIST ALL TELEPHONE CONVERSATIONS AND OTHER COMMUNICATIONS, BY WHOM AND WHEN:

PERSON WRITING THE REPORT:

Name: _____ Phone: _____

Address: _____

City, State, Zip: _____

Signed: _____ Date: _____

OTHER ADULTS INVOLVED/WITNESSES:

Name: _____ Phone: _____

Address: _____

City, State, Zip: _____

Signed: _____ Date: _____

Name: _____ Phone: _____

Address: _____

City, State, Zip: _____

Signed: _____ Date: _____

**Complete immediately following the incident and return as soon as possible to
Girl Scouts of the Appalachian Council, Inc., P.O. Box 3100 CRS, Johnson City, TN 37602.**