

Incident and Issue Report

Use this Incident and Issue Report Form to document any incident or situation that may escalate into an issue, emergency, or crisis. **If you are in doubt, fill out a report.**

Examples of situations that should be reported: disruptive behavior that cannot be corrected and all redirecting measures have been attempted, an accident, injury, serious argument or disagreement, physical fight, suspected child abuse, theft, disturbing situation, or any other out of the ordinary occurrences involving Girl Scouts. This list is not all-inclusive.

- The group leader or adult in charge must complete this report as soon as possible.
- Other people involved should also complete a copy of this report as soon as possible.
- Return this report to Girl Scouts of the Green and White Mountains staff immediately.

Always inform and seek guidance from your Volunteer Support Coordinator and/or service team members. Provide them with a copy of the incident report and send a copy to the Bedford Service Center. You may be contacted for further information.

Girl Scouts of the Green and White Mountains
1 Commerce Drive
Bedford, NH 03110-6835
603-627-4158 888-474-9686
girlscoutsgwm.org

Girl Scouts of the Green and White Mountains
INCIDENT and ISSUE REPORT FORM
CONFIDENTIAL

Group # / Camp: _____ Date of incident: _____ Time of incident: _____

Place of incident: _____

Names of person(s) involved and contact phone #(s): _____

Witnesses: _____

First reported to (name): _____ Follow-up of previous report: _____

Be complete and specific. Use quotes when possible. Feel free to use additional sheets to completely record the event. Attach copies of any letters, police reports, pictures, or related documents.

- What occurred before, during, and after the incident? Please describe in sequence. Use impartial, descriptive, and detailed language.

- How was the situation dealt with?

- What follow-up is needed?

Person preparing report: _____ Position: _____

Signature: _____ Telephone: _____

Date, time, and place report prepared: _____

For Service Center use:

Action taken: _____

Date: _____ Signature: _____