



Accident /Incident Report

Part A: Troop/Group User Information

Troop/Unit Number: _____ Date of Report: _____

Name of Event & Date: _____

Name of Injured: _____ Age: _____

Mailing Address: _____ Zip: _____

Telephone: _____ Registered Girl Scout: Yes No

Parent/Guardian Name _____

Complete Mailing Address: _____

Troop/Group Leader: _____ Telephone _____ Zip: _____

Part B: Accident/Incident Information:

1. Date & time of accident/incident: _____

2. Location of accident/incident: _____

3. Describe nature of accident/incident and injury:

4. Name of person administering first aid, if given: _____

5. Describe in detail action taken and by who (attach additional pages, if necessary):

6a. If accident/incident occurred on Girl Scout property complete the questions below:

Resident Camp Day Camp Troop Camping Other: _____

Mah-Kah-Wee: Waterfront Challenge Course Unit Pool Other

Riverpoint: Banana River Side Sykes Creek Side Other: _____

Celia Lane Melbourne Scout House Eustis Scout House Pine Castle Scout House

Staff on duty: _____

Was site ranger notified? Yes No

6b. If accident/incident did not happen on GSC property, please indicate complete name and physical address of location:

7. List medical and/or law enforcement agencies contacted:

8. What Citrus Council personnel were notified? _____

9. Date and time called: _____

10. Names, addresses and telephone numbers of witnesses:

1. _____

2. _____

3. _____

11. Name and telephone number of person completing this form: _____

12. Was there a police report filed? Yes No If yes, please be sure to submit a copy with the paperwork.

Health Care Facilities located near GSC Properties

- Mah-Kah-Wee Program Center: Florida Hospital East - 7727 Lake Underhill Rd. Orlando, FL 32822 (407) 303-8110
- Riverpoint Program Center: Cape Canaveral Hospital, 701 Cocoa Beach Causeway, Cocoa Beach. FL 32931 (321) 799 - 7111
- Pine Castle Scout House: Arnold Palmer Hospital for Children, 92 West Miller St. Orlando, FL 32806 (407) 649-9111
- Melbourne Scout House: Holmes Regional Medical Center - 1350 South Hickory St. Melbourne, FL 32901 (321) 434 - 1350
- Eustis Scout House: Florida Hospital/Waterman - 201 North Eustis St., Eustis, FL 32726 (352) 589 - 3333
- Celia Lane: Florida Hospital - 601 Rollins St, Orlando FL 32803 (407) 303 - 1256

Please keep in mind:

If an accident or incident requires medical attention, the member's primary medical insurance is to be used first. GSUSA basic insurance that is included as part of an annual/lifetime Girl Scout membership, or any additional insurance purchased is used as a secondary insurance. Upon arrival to a health care facility, please be sure to provide your insurance information along with any additional information. When submitting a claim to Girl Scouts of Citrus, please be sure to submit copies of all the paperwork for the claim and keep originals for your file.

Reporting an Accident/Incident and Council Contacts

To report or file a claim for any type of accident or incident, please forward a copy of this report with any supporting documents, i.e.: statements, invoices, reports, etc. to: Customer Care at customer-care@citrus-gs.org

For immediate assistance:

- During regular business hours, please contact Customer Care for all questions at 407-896-4475.
- During non- business hours, please contact the designated staff listed below to assist you:
 - For all Medical Accidents/Incidents, please contact Chiara Lazarus, VP of Retail Revenue and Business Services at 404-509-7176 or clazarus@citrus-gs.org
 - For all other Accidents/Incidents, please contact Theresa Rivera, Risk Management and Compliance Officer at 386-847-7022 or trivera@citrus-gs.org