

Accident/Incident Report

To report an accident during business hours Monday – Friday, call 817-737-7272 or 1-800-582-7272;
During evenings and weekends, please call our Emergency Line at 682-551-0281.

Report prepared by _____ Date prepared _____

Title _____ Did preparer witness accident/incident? Yes No

Date of Accident/Incident _____ Time _____ am/pm

Person Affected _____ Female Male Home # _____

Address _____ Work # _____

City, State, Zip _____ Date of Birth _____

Member:

Girl Adult Volunteer Employed Staff

Non - Member:

Girl Adult Volunteer

Location of Accident/Incident _____ Activity _____

Address _____

Describe Accident/Incident (use back if necessary) _____

If injured, which part of body affected: _____

Initial care provided _____ By Whom? _____

Referred to Doctor or Clinic? Yes No

How transported from site? Ambulance Friend Parent Self Other _____

Did the employee lose any time from work? Yes No

Is the employee back at work? Yes No If yes, date returned to work? _____

Return to work status: Light Modified Regular

Witness _____

Witness _____

Address _____

Address _____

City, State, Zip _____

City, State, Zip _____

Phone # _____

Phone # _____

- ANY accident/incident, whether physical, mental or emotional should be reported to the Supervisor or Adult/Volunteer-in-Charge immediately, includes reports given over the phone from troop leaders, event directors and parents.
- The Supervisor or Adult/Volunteer-in-Charge should complete this Accident/Incident Report and forward one copy to the Finance Office.
- Corrective Actions to be taken _____

STAFF USE ONLY

Referred to: _____

Date: _____ By: _____

If Staff, date of hire _____