

Fire Alarm Incident Report

Hotel Management Documentation

Incident Details

Date of Incident

Time of Incident

Location (Floor/Room/Area)

Type of Alarm

Reported By

Incident Description

Describe the event and actions taken

Investigation

Was this a false alarm?

Identified Cause

Investigation Notes

Response

Actions Taken (by staff, emergency services, etc.)

Were Fire Services Called?

Was an Evacuation Ordered?

Follow-Up / Recommendations

Required follow-up, preventative actions, or notes

Prepared By

Date

Reviewed By

Date