

Security Incident Report Template

Hotel Name: _____

1. Incident Details

Date of Incident

Time of Incident

Location of Incident

Type of Incident

2. Persons Involved

Name(s)

Role/Relationship (e.g. Guest, Staff, Visitor)

Contact Details

3. Incident Description

Describe what happened (Include sequence of events, actions taken, and any property involved)

4. Witnesses (if any)

Witness Name(s)

Witness Contact Details

5. Action Taken

Describe immediate actions taken and by whom (e.g. Reported to police, medical assistance, etc.)

6. Reported By

Name

Position/Title

Date

Signature