

# Exclusive Resort Incident Resolution Summary Sheet

## General Incident Information

Date of Incident

Time of Incident

Location

Reported By

## People Involved

Guest Name(s)

Staff Involved

Witnesses

## Incident Details

Description of Incident

## Immediate Actions Taken

Describe Actions/Containment

## Resolution Summary

Summary of Steps to Resolve Incident

## Lessons Learned / Recommendations

Preventative Measures & Recommendations

Staff Signature

Date

Manager Approval

Manager Date