

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