

Incident Report Form - Hotel Safety

Date of Incident

Time of Incident

Location

e.g. Lobby, Room 305, Pool area

Reported By

Contact Information

Type of Incident

Description of Incident

Describe what happened

Witnesses (if any)

Name(s) and contact

Immediate Action Taken

Describe actions taken after the incident

Reported To

Manager/supervisor name

Signature

Date Reported