

# EVENT INCIDENT REPORT

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All event organizers and staff need to be in contact throughout the event through the command center. Organizers may have a representative at the event.

# EVENT INCIDENT REPORT

|                                       |  |
|---------------------------------------|--|
| Event Name:                           |  |
| Event Address:                        |  |
| Event Date:                           |  |
| Event Contact Information:            |  |
| Date, Time, and Location of Incident: |  |

## Calls for Service

|  |                                |  |                               |  |                   |
|--|--------------------------------|--|-------------------------------|--|-------------------|
|  | Disorderly conduct             |  | Harassment                    |  | Underage drinking |
|  | Drug sale/use                  |  | Sex assault                   |  | Violence          |
|  | Endangering welfare of a child |  | Unlawful dealing with a minor |  | Other             |

Narrative:

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|  |

Signature of Preparer:

Date:

# EVENT INCIDENT REPORT

|                                   |  |
|-----------------------------------|--|
| Date:                             |  |
| Time of Day:                      |  |
| Server:                           |  |
| Manager:                          |  |
| Guest Name & Description:         |  |
| Non-Alcoholic Drinks Offered:     |  |
| Alternate Transportation Offered: |  |
| Description of Incident:          |  |
| Intervention Strategies Used      |  |
| Other Witnesses:                  |  |
| Signatures:                       |  |
| Phone Numbers:                    |  |

## Incident Follow Up

|  |  |
|--|--|
| How did the server handle this incident? |  |
| Were policies followed?                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Explanation:                             |  |
| Manager:                                 |  |
| Guest Name & Description:                |  |
| Incident Resolution:                     |  |
| Signatures:                              |  |
| Phone Numbers:                           |  |
| Date:                                    |  |