

Hotel Incident Report Template

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I. General Information

Date of Report	
Time of Report	
Report Authored By	
Incident Number	

II. Incident Details

Date of Incident	
Time of Incident	
Location	
Type of Incident	

III. Individuals Involved

IV. Witnesses

Witness 1	Contact Information	Statement
Witness 2	Contact Information	Statement
Witness 3	Contact Information	Statement

V. Description of Incident

VI. Injuries Sustained and Damages

Injuries Sustained

Property Damage

VII. Actions Taken

Immediate Actions	
Authorities Contacted	
Report Filed	
Follow-up Actions	

VIII. Additional Notes

IX. Signatures

Prepared By

Reviewed By

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