Incident Report

Parklane Towers

Date of Report _____   Person filling out Report _____

Date and Time of Incident _____ Location _____

Staff on Duty _____

Who was involved?

What happened?

How was it resolved?

Was the manager informed?   Y   N

Was a board member informed?   Y   N

        Who? _____

Was emergency medical service (EMS) called?   Y   N

        Who called? _____

Was a police report filed?   Y   N

        Who filed the report? _____

Follow up actions