

Incident log (vii)

Date and time			
Nature of incident (Choose from list)	Inappropriate behaviour	Turning away of minors	Damage to premises or personal property
	Assault/fight	Minors found on premises	Theft of property
	Accident requiring first aid treatment	Attempted purchase by a minor	Suspected presentation of fake ID
	Interventions with intoxicated customers	Refusal of customer (state reason)	Other (state reason)
	Drug use (state drug if known)		
Location of incident			
Description of events	<p>Where were you?</p> <p>What did you see/hear?</p> <p>What happened first?</p> <p>Who was there?</p> <p>Photographs/videos?</p> <p>Trespass notice served?</p> <p>Police called? When?</p> <p>Ambulance?</p> <p>Were there witnesses?</p>		
Witnesses	(List names and or a brief description of all persons you saw near the incident)		
Date and Time of completing report			
Declaration	<p>I hereby declare this report to be a true and accurate statement describing the event I witnessed</p> <p>Signature:</p>		