

SET ETIQUETTE

Incident Log

DATE_____/_____/_____

THIS REPORT HAS BEEN PREPARED BY

PRODUCTION NAME

COMPLAINANT(S) NAME(S)

ACCUSED NAME(S)

DATE(S) OF INCIDENT(S)

LOCATION(S) OF INCIDENT(S)

WITNESS NAMES (IF ANY)

BRIEF SUMMARY

SUMMARY WAS RECORDED ON THE FOLLOWING MOBILE DEVICE (if applicable)

ACTION(S) TAKEN IN THIS INCIDENT (check all that apply, record date)

- Incident reported to appropriate producer or supervisor
Date:_____/_____/_____
- If appropriate, producer/supervisor spoke with the complainant and the accused independently
Date: ____/____/_____
- If appropriate, producer/supervisor spoke with all involved parties together
Date: ____/____/_____
- Incident was resolved
Date: ____/____/_____
- Relevant topic(s) addressed at a safety briefing or other meeting, as appropriate
Date: ____/____/_____
- Production sought legal counsel
Date: ____/____/_____
- Production contacted law enforcement or other emergency services
Date:_____/_____/_____
- Other