



FREE RESOURCE · WORKSHEET

Hotel Incident Report Template

For Caribbean hospitality operations teams

Capture the facts, immediate response, people involved, evidence and next actions without relying on memory.

How to use this resource

1 Localise it

Set the roles, escalation points and reporting rules that apply to your property and jurisdiction.

2 Record facts

Capture what was observed or reported. Keep assumptions separate from factual observations.

3 Make exceptions visible

A missed check, unsafe condition or unresolved issue should stand out from normal activity.

4 Assign the next action

Use a real role, due point and escalation route rather than leaving follow-up implied.

5 Review and close

Carry open matters into handover or management review and verify closure where the risk warrants it.

IMPORTANT

This resource is operational good-practice guidance. Confirm local law, regulator reporting, privacy, insurer, security and corporate requirements before use.

Hotel Incident Report Template

Capture the facts, immediate response, people involved, evidence and next actions without relying on memory.

Incident date / time

Location

Reported by

People involved / witnesses

What happened - factual account

Immediate hazards / controls

Injury / damage / guest impact

Emergency services / external parties

Photos / CCTV / other evidence

Manager notified

Follow-up owner

Next review / due date

A record should lead to the next action.

CaribSafe helps keep that action visible.

CaribSafe connects patrols, incidents, handovers, Lost & Found, tasks and operational evidence so managers can see what needs attention across shifts and departments.

[Book a 20-minute walkthrough](#)