

# Safer Celebrations

## A planning guide for event managers

### Sample template for recording incidents

The details of any incident that occurs in or around your premises should be recorded in the Incident Register.

Particular attention should be paid to any incident that should occur around the following areas:

- Issues with minors, including false or altered identification
- Issues with Intoxication, including refusal of entry and/or service
- Issues with behaviour, including refusal of entry and/service
- Issues of an anti social nature or criminal nature.

Date	Time	Incident	Name of staff	Were Police called?	Did Police attend?	Premise Outcome	Police Outcome
						This is to be filled in by the Licensed Premise and should include the outcome of the premises and the name of duty manager/licensee, and the name of the attending Police Officer if the police attended.	This to be filled in by Police. They will attend and list the outcome/s of any Police action taken. This may be a process that can be cleared in a matter of hours, or it may take days or weeks to reach completion.