

Social Quarters Incident Report Log Book

All Lodges operating a Social Quarters should have, and be using, a Social Quarters Incident Report Log Book. The Social Quarters Incident Report Log Book is intended only for the reporting of incidents occurring in the Social Quarters that could give rise to an insurance claim. It is not intended for the recording of decorum issues. The Social Quarters Incident Report Log Book is intended for the recording of incidents only; it is not intended that Lodges write in the book each day when no incident has occurred.*

An “**incident**” includes, but is not limited to:

1. Injury to a guest or member;
2. Injury to an employee or volunteer;
3. Property damage;
4. A physical altercation;
5. Theft from a guest or member;
6. Theft from an employee or volunteer;
7. A slip, trip, or fall;
8. Inappropriate conduct, speech, or actions that could give rise to a claim of sexual harassment; and/or
9. The denial of service to a person or persons.

If you have any questions about the use of the Social Quarters Incident Report Log Book or if you need a Incident Report Log Book for your Lodge, please contact Ann Price in the Risk Management Department at aprice@mooseintl.org or 630-859-6615.

***If your State or Province requires you to make an entry each day, you should do so. Always know and follow your State’s or Province’s law.**