



“Protect the Lodge, Protect the Mission”

SOCIAL QUARTERS INCIDENT REPORTING LOG BOOK INSTRUCTIONS

For protection against claims and lawsuits, all Lodges operating a Social Quarter should maintain a Social Quarters Incident Report Log Book.

The Social Quarters Incident Report Log Book is intended for the reporting of incidents (defined below) that arise out of Social Quarter operations, and on property the lodge owns or maintains that could give rise to a claim or lawsuit.

INCIDENT DEFINITIONS

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

INSTRUCTIONS FOR COMPLETING

- (A) Fill in date of accident.
- (B) Fill in time of accident.
- (C) Fill in the name of the server reporting the incident.
- (D) Circle if the person involved was a member or a guest.
- (E) Fill in name, sex, age, address and telephone number of the person injured or suffering property damage or loss.
- (F) Fill in the witness information: name, address and telephone number.



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- (G) Give narrative of the incident – BE SPECIFIC!
- (H) Have witnesses write and attach statements to the Incident Report.
- (I) The person filling out the report should sign the Incident Report.

INCIDENT REPORT LOG SECURITY

The Social Quarter Incident Report Log:

1. Contains confidential Information and is not to be shared with any member.
2. Is maintained and secured by the bartender at all times.
3. Requires the bartender to re-secure after the completion of an Incident Report.

CALL RISK MANAGEMENT DEPARTMENT @ 1-630-859-6615

For:

- Information or questions regarding a claim,
- Regarding the use of the Social Quarters Incident Report Log Book or
- If your lodge needs a Social Quarters Incident Report Log Book.

CALL EDUCATION AND TRAINING @ 1-630-859-6635 or online @

<http://getips.com>

For:

- Information on Service Training or
- Becoming a TIPS Trainer