



**The Gladstone Theatre
Incident/ Occurrence Report**

Victim Name:	
Address:	
Phone Number & email:	
Emergency contact name & contact info:	
Name and position of person reporting:	
Date, time, place of incident/occurrence:	
Factual description of the incident/ occurrence and actions taken; include: <ul style="list-style-type: none">● What happened? (eg injury, harassment, violence)● Was there a clear reason this happened? (eg broken equipment)● Who was involved? (Victim, Employee, Contractor, Volunteer)● Who witnessed it?● Contact information of the witness-witnesses	
Agencies involved (Emergency Services-Fire, Ambulance, Police):	
What actions were taken by emergency services?	
Name and contact information of the person the incident was reported to:	

TGT Incident Occurrence Report

Follow up Actions: (Describe steps taken and /or decisions made since Incident/ occurrence)
Has the incident been resolved? Yes/No
If no, the next follow up will happen on what date?

Victim Signature:

Date:

**TGT Signature:
Chair or Theatre Manager**

Date: