

Incident Reporting Procedures

Date: _____

To: [Staff Member Name]

From: [Your Name/Title]

Subject: Incident Reporting Procedures for Conference Staff

Dear [Staff Member Name],

As part of our commitment to ensuring a safe and productive environment for all conference attendees, it is essential that any incidents occurring during the event are reported promptly and in accordance with our incident reporting procedures.

Procedure for Reporting Incidents:

1. **Immediate Response:** Ensure the safety of yourself and others. If medical attention or emergency services are needed, do not hesitate to call for assistance.
2. **Documentation:** Complete an Incident Report Form accurately detailing the nature of the incident, individuals involved, and any witnesses.
3. **Notification:** Inform your supervisor or the event coordinator about the incident as soon as possible.
4. **Follow-Up:** Stay available for any follow-up questions or additional information that may be needed after the incident has been reported.

Thank you for your attention to this important matter. Your cooperation is vital in helping us maintain a safe environment during the conference.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]