

Incident Reporting Procedure

Date: _____

To: Museum Staff

From: [Your Name]

Subject: Incident Reporting Procedure

Purpose

This document outlines the procedure for reporting incidents occurring within the museum premises.

Scope

This procedure applies to all museum staff members.

Incident Definition

An incident refers to any event that causes harm to people, property, or the museum's reputation.

Procedure

1. Immediately report the incident to the museum manager or supervisor.
2. Fill out the Incident Report Form located in the staff area.
3. Document the details of the incident accurately, including date, time, location, and involved parties.
4. Submit the completed form to the museum management within 24 hours of the incident.
5. Follow any additional instructions provided by management regarding the incident.

Confidentiality

All reports will be treated confidentially and used only for the purpose of improving safety measures.

Contact Information

If you have any questions about this procedure, please contact [Contact Information].

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title]