

# Incident Report

**Date of Report:** [Insert Date]

**Location:** [Insert Location]

## Incident Details

**Date of Incident:** [Insert Date]

**Time of Incident:** [Insert Time]

**Involved Parties:** [Insert Names/Descriptions]

## Description of Incident

[Provide a detailed account of the incident involving uninvited guests, including how they were discovered, their behavior, and any actions taken in response.]

## Actions Taken

[Describe the actions taken to address the situation, including any notifications to authorities, security measures implemented, or conversations with the uninvited guests.]

## Recommendations

[Include any recommendations for preventing similar incidents in the future.]

## Prepared By

[Your Name]

[Your Position]

[Your Contact Information]