**Alcohol IR Template**

**Initial Contact with Residents (How did you become aware of concern, initial conversation with individuals. 2-3 sentences)**

**CHRONOLOGICAL ORDER OF EVENTS (Bulleted Format, Include arrival of Public Safety, check for alcohol and any behavior of participants that stands out)**

**Conclusion (How the incident concluded and time you left the scene)**

**Individual Involvement/Summaries (List each person in the incident briefly summarize their behavior.)**

**Material Evidence (List of all evidence found relevant to the incident)**

**STAFF RESPONDING (List all staff responding or immediately notified)**