



Being Prepared in the Event of an Incident

The below guidelines are recommended in preparation of your defense if an alcohol-related incident occurs:

1. Fill out the Liquor Liability Incident Report (sample form below) as soon as you become aware of an incident/accident and immediately report it to your insurance agent
2. Do not speak to or provide information to anyone other than your insurance company, the insurance company's investigator or your defense counsel if the case is in suit regarding the incident. Make sure all parties properly identify themselves before cooperating. (The only exception to this guideline is if the police need to question you.)
3. Keep register receipts, payroll records and work schedules for at least three years

LIQUOR LIABILITY INCIDENT REPORT FORM
SAMPLE

Establishment Name: Bar and Grill Restaurant
Date: 10/16/XX **Time:** 7:50 p.m.
Name of Alleged Intoxicated Person (AIP): Jane Doe
Address of AIP: 123 Main St. Anywhere, USA 12345
AIP Arrival Time: 6:00 p.m. **Departure Time:** 8:45 p.m.
Bartenders/Servers: Jack Smith, Suzanne Cue, Henry Thomas, Jill Jones, Chris Simpson

Description of Incident: Jane Doe was sitting at the bar having cocktails with dinner; was not showing any visible signs of intoxication until she stood up to go to the restroom; she then appeared swaying and stumbling, and fell.

Intervention Strategies Used: Immediately cut off service and removed her drink; offered assistance to her and her companion; called ambulance to follow-up on injuries

Comments: Overheard Ms. Doe inform paramedic that she had taken antihistamine before going out.

Filled out by: Chris Simpson
Position: General Manager **Date:** 10/16/XX

LIQUOR LIABILITY INCIDENT REPORT
(To be completed in the event of an accident or injury)
SAMPLE

Loss Location: On Premises
Injured Party Name: Jane Doe
Injured Party Address: 123 Main St., Anywhere, USA 12345
Home Phone: 555-555-5555 **Work Phone:** 555-555-5555
Date of Birth: 1/1/19XX

Injury/Complaints: Jane fell off her bar stool and scraped her knee on the floor. She complained of a headache and sore back following the accident.

Medical Attention Received: Jack Smith, our waiter, gave Jane a band-aid and glass of water. Paramedics arrived 30 minutes after the incident.

Witness: John Doe **Phone:** 222-222-2222
Address: 123 Main St., Anywhere, USA 12345

Authorities Contacted? Yes No **If Yes, whom:** Ambulance from Anytown, USA

How were you notified of accident? Suzanne Cue, the Bar Manager, notified me immediately after the incident.