

INCIDENT LOG GUIDELINES

Incident:	This is where you should record a brief statement that describes the type of incident experiences. Examples include things such as 'Banging Door', 'Whispers' or 'Full Body Apparition'.
Day/Date:	Here will be listed the day of the week along with the calendar date.
Time:	List the time of the incident, and for ease, circle the appropriate AM or PM indicator.
Location:	This should define where the incident occurred, such as 'Second Floor Hallway', 'Backyard Near Fountain' or 'Master Bedroom'.
Current Weather Condition:	If possible, list the outside weather conditions at the time of incident.
Witnesses:	This section should be used to list any witnesses to said incident. List 'Self' if you were the only one present at the time, and be sure to include any additional human or animal witnesses.
Details of Incident:	Here you should list any information you feel should be recorded in relation to the incident. Don't hesitate to write down any detail that you feel is important, no matter how trivial it may seem at the time.