This form should be used for all follow-up and final reports. This form will need to be emailed to REC@ilstu.edu, and jwricka@ilstu.edu with the subject line “Incident Report”.

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| **Type of Report**:  |  [ ]  **Follow-up** [ ]  **Final**  |
| **Date of initial report:** |  | **Who was the initial report reported to:** |  |
| **Date of the incident:**  |  | **Time of the incident:** |  |
| **Summary of the incident:**Include the location (site, building, animal, etc.)  |  |
| **Who was directly involved with the incident as well as their role(s).** |  |
| **Describe how the event was managed:**  |  |
|  **Describe the corrective and preventative actions taken to ensure this type of event does not occur in the future:**  |  |
| **Additional information obtained (necropsy report, vet communication, etc.):**  |  |