This form should be used for all follow-up and final reports. This form will need to be emailed to [REC@ilstu.edu](mailto:REC@ilstu.edu), and [jwricka@ilstu.edu](mailto: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.):** |  | | |