**INCIDENT REPORT FORM**

*Send completed forms to* *ibc@liberty.edu*

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| **PROTOCOL INFORMATION** |
| Name:       | Date of Report:       |
| Protocol #:       | PI/Supervisor:       |
| Facility Location:       | Date of Incident:       |
| **DESCRIPTION OF INCIDENT** |
| **Describe the incident (Who, What, When, Where, Why):**  |
| **Describe the cause of the incident:**  |
| **Describe what actions were taken (and when):**  |
| **Describe any follow-up actions taken (including actions to reduce or avoid future incidents):**  |