**INCIDENT REPORT FORM**

*Send completed forms to* [*ibc@liberty.edu*](mailto: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):** | |