UNIVERSAL INCIDENT REPORT

MARSHALL UNIVERSITY FORENSIC SCIENCE PROGRAM

FACILITIES INCIDENT REPORT

(Date and initial all new entries.)

___ Academic incident (send “To” Staton, “cc” Fenger; and “To” Property Manager, if applicable)

Mark ONE or MORE:   ____ Safety      ____ Security/IT      ____ Facilities     ____ Instruments/Equipment

Location:  ____ East Wing DNA Lab  ___ WW  ____ WW Annex  ___ Fairfield  ___ Crime Scene House

INCIDENT DESCRIPTION:  ________________________________________________________________
_____________________________________________________________________________________

REQUESTS BEING MADE:  ________________________________________________________________
_____________________________________________________________________________________

ACTION TAKEN:  ________________________________________________________________
_____________________________________________________________________________________

FEEDBACK:  ________________________________________________________________
_____________________________________________________________________________________

FOLLOW-UP:  ________________________________________________________________
_____________________________________________________________________________________

RESOLVED?  ________________________________________________________________
_____________________________________________________________________________________

INDIVIDUAL FILING REPORT (Initials and Date):  __________________________________________
_____________________________________________________________________________________

DIRECTOR’S SIGNATURE & DATE:  _______________________________________________________
_____________________________________________________________________________________

Procedure Proposed:

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8/11/2015
AP
If an incident occurs that involves Security/IT, Safety, or Facilities, the following procedure should be followed:

1. Fill out an Incident Report describing the issue as Academic or non-Academic. This helps define the funding source for any repairs at the get-go.
2. Send Academic incident reports to Pam Staton, with cc to Terry Fenger. (Rental property: Address “TO” to Staton and Property Manager.)
3. Send non-Academic incident reports to Jan Weece, with cc to Terry Fenger. (Rental property: Address “TO” Weece and Property Manager.)
4. If you are uncertain whether the incident is Academic or non-Academic, the incident report can be copied to Staton and Weece with cc to Fenger.
5. Once submitted, follow-up once/week or so to ensure the issue is moving toward resolution.