

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:

UNIVERSAL INCIDENT REPORT

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.