

Incident Report

Incident Number	001
Disclosure Type	Public / Private / Anonymous
Individuals Recused	Example Name
Date/Time Reported	1/1/2021 09:30 AM
Date/Time Investigation Begins	1/1/2021 12:00 PM
Date/Time Investigation Concludes	1/3/2021 8:45 AM

Issue(s) Reported <i>(detail precisely what the reporter(s) stated as issues)</i>
Investigation Details <i>(provide information reviewed with respect to each issue reported)</i>
Actions in Response <i>(list actions made to prevent more immediate harm or repair harm associated with these specific issues)</i>
Preventative Actions <i>(list actions made to prevent future issues of this type)</i>