MOA of Wake Forest University
Collections Incident Report

This form should be used to document any incident involving damage to the collection

Date of incident__________________________ Approximate time of incident__________

**ARTIFACT DAMAGE:**

<table>
<thead>
<tr>
<th>OBJECT NAME</th>
<th>OBJECT NUMBER</th>
<th>LOCATION</th>
<th>DAMAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GENERAL STRUCTURE DAMAGE (FLOORS, WALLS, ETC.)**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION OF DAMAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Description of Incident:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What steps have been taken to resolve the situation?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What kind of environmental issues may have played a role in the incident? (wind, humidity, etc.)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Who was first to respond: _______________

Was emergency personnel contacted? _______________

**PEOPLE INVOLVED AND WITNESSES:**
Additional Questions:

Is there photographic evidence of the incident? Where can it be located?
________________________________________________________________________________________________
________________________________________________________________________________________________

Was the security alarm system triggered during the incident? If not, should it have been?
________________________________________________________________________________________________

Was there a disaster plan? Had there been any disaster training in the 12 months prior to the incident? Was the disaster plan used? How effective was the current disaster plan and what changes could improve the plan?
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________