

Sequential Event Reporting Template

1. Basic Information

Report Title:

Enter report title

Date of Report:

Reported By:

Name/Position

Department/Location:

Department or location

2. Event Details

Event Date & Time:

Event Location:

Where did it occur?

Description of Event:

Provide a detailed description of the event

3. Sequential Account of Events

List and describe each significant step, including times (if known):

E.g. 10:05 AM - Step 1: ...10:10 AM - Step 2: ...

4. Individuals Involved

Names, roles, and involvement:

List each individual and their role in the sequence

5. Immediate Actions Taken

Actions taken in response to the event:

Describe actions, by whom, and at what time

6. Outcome / Result

Summary of consequences, injuries, impact, etc.:

Summarize the result of the event

7. Follow-up and Recommendations

Further actions, monitoring, or recommendations:

List any planned actions

Important Notes:

- This template ensures events are reported in the order they occurred for clarity and accountability.
- Include only factual and objective information; avoid assumptions or interpretations.
- Accurate time-stamping and thorough documentation of each step are crucial.
- Signatures or digital acknowledgments may be required for official submissions.
- Keep the report concise, clear, and focused on the sequence of events.