

**SoTD Incident/accident reporting procedures:**

In the event a student is injured while engaging in an SoTD related event, the supervisor (Faculty member, or stage manager) is responsible for completing an incident report within 24 hours of the incident occurring. Please fill out the report as fully and detailed as possible, have the student sign the report and submit the report to Jeni Parker. Faculty should keep a copy of the report and give the student a copy as well.

The report can be found here:

<https://theatredance.ecu.edu/student-resources/>

Once Jeni receives the report she will submit to Jayme, Amanda and Joseph Sutton, ECU Safety Manager, [suttonjo@ecu.edu](mailto:suttonjo@ecu.edu).

Please contact Jeni with any questions.