



Event Occurs/Event Is Discovered

Event entered into PEER before end of shift
Alert(s) sent within an hour of submitting serious event &
by 6am for all others

Responsible Manager/Director reviews file within 24
hours

Risk Manager reviews file within 24 hours

Investigation takes place by

Follow-up documented in Event File
under Follow-up Action; see Guidelines

Additional investigation and follow-up
as indicated

**Corrective Actions Determined and Documented in
Event File & Resident Record, if applicable.**

Sign-off in Event File by appropriate Director(s)/Manager(s) within 2 –4 weeks (see
Closure Guidelines)

Close Event File by Director 0-2 or Risk Manager 3+

**General Event File
Closure Guide-
lines**

Severity 0-2: With-
in two (2) weeks

Severity 3 and
above: Within four
(4) weeks