

**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 [insert responsible staff;]

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 )-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