Site Closure	
Secondary Category	**Suggested Guidelines for Review by Secondary Category**
All Categories	☐ Ensure all individuals with full names are listed inside the actual report or attached and uploaded to the incident? ☐ What actions were taken to assure health and safety of those individuals impacted by the site closure? ☐ Is an appropriate corrective action to address the reason for unplanned emergency closure included? ☐ Was the date when the facility or home re-opened noted? ☐ Was the person who approved re-entry to the building identified?
Infestation	☐ Is there information on where individuals are during treatment? ☐ Who is treating the infestation? ☐ What type of methods are being used to remediate the infestation (i.e., staff bought a bug bomb or professional treatment company)? ☐ What is the estimated return date or actual return date?
Loss of Utilities	☐ Is the source of the loss identified in the report? ☐ Has the utility been re-instated? ☐ If the utilities are not reinstated is there a clear description of when they will be reinstated? ☐ What is the current status of the affected individuals?
Natural Disaster/ Weather Related	☐ Is there indication of how long the site will be/ or was closed? ☐ If this was reported at a residential location, is there information on the current status of the affected individuals?
Structural	☐ Are there details on when the issues will be resolved? ☐ Were individuals hurt or harmed by the faulty structure? ☐ What is the current status of the affected individuals?
Other	☐ Can any of the other secondary categories be used to describe the situation?