Used to gather initial key information.

**Pro Hint: This form can be uploaded straight into your** [**bSafer**](http://www.getbsafer.com/) **Emergency Room. Alternatively, this information can be entered directly into your** [**bSafer**](http://www.getbsafer.com/) **Emergency Room using the *Details* box.**

|  |  |
| --- | --- |
| **Title of Event** | *Insert bSafer Event Title* |
| **Type** | *Real Emergency / Emergency Drill (Delete as applicable)* |
| **Date of Event**  | *dd.mm.yyyy.*  |
| **Time** | *Insert local time* |
| **Location** | *Insert Location* |

|  |  |
| --- | --- |
| **Brief Description**  | *Insert brief account of the situation.**Impact to people (Staff, contractors, 3rd parties etc)**Impact to assets (Damage, loss etc)**Impact to business (Continuity, reputation etc)*  |
| **Name of Initial Notifier** |  |
| **Notifier Contact Number** |  |
| **Other Key Contacts** |  |

|  |  |
| --- | --- |
| **Assistance Requested** |  |

|  |  |
| --- | --- |
| **External Parties Involved** | *Agencies, NGO’s, 3rd Party companies etc* |
| **Media Coverage** |  |