Basic information regarding the emergency and resources assigned. For briefing of newly assigned ERT members.

**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 of Event** | *Real Emergency / Emergency Drill (Delete as applicable)* |
| **Prepared By** | *B. Safer, ERT Leader* |
| **Date / Time** | *dd.mm.yyyy <hh:mm>* |
| **Location** | *Insert Location* |

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| **Emergency Description** | *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)* * *Escalation potential* * *Etc.* |
| **Response Status** | * *Objectives and priorities.* * *Action status* * *Resource status - (equipment / manpower)* * *Etc.* |
| **ERT Function Status** | *Briefing from each ERT member :*   * *Status of each response team function.* * *Issues to be aware of.* * *Etc.* |
| **Issues** | *Specific issues to be handled by the ERT member* |
| **Actions** | *Allocate specific actions* |

|  |  |
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| **Other Info** | *Fill-in as appropriate.* |