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* |

|  |  |
| --- | --- |
| **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*  |

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