

# Attachment B

## Environmental Incident Report Template

# POST-INCIDENT REPORT FORM

## Location Details

Incident Date: \_\_\_\_\_ Incident Time: \_\_\_\_\_

Facility Name and Address: \_\_\_\_\_  
\_\_\_\_\_

Person Responsible for Reporting: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Incident Details

Type of Incident (i.e., Fire, Explosion, Release): \_\_\_\_\_

Main Activity at Time of Incident: \_\_\_\_\_

Machinery, Tools, Chemical and/or Materials Involved: \_\_\_\_\_

Quantity of Materials Involved: \_\_\_\_\_

Timeline of Events: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Additional Details

Description of Actual/Potential Hazards to Human Health or Environment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Extent of Injuries (if any): \_\_\_\_\_  
\_\_\_\_\_

Description of Immediate Actions Taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessment of the Scope and Magnitude of the Problem: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# POST-INCIDENT REPORT FORM

## Agency Notification

Agency(s) Notified (e.g., Police, Fire, etc.)

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## Post-incident implementation schedule

Provide implementation schedule for further response activities, if necessary:

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# POST-INCIDENT REPORT FORM

## Internal Reporting Purposes Only

Root cause of incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preventive action(s) to be taken to prevent recurrence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Photo Documentation

<p>Location: Direction of photo: Description: Date:</p>	
<p>Location: Direction of photo: Description: Date:</p>	

# POST-INCIDENT REPORT FORM

Photo Documentation Cont'd	
<p>Location: Direction of photo: Description: Date:</p>	
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# POST-INCIDENT REPORT FORM

Photo Documentation Cont'd	
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