

EMERGENCY CALL REPORT

TELEPHONE CHECKLIST FOR REPORTED INCIDENT

Nature of the emergency, location, directions to scene		
Date	Time	Call Taken By
Name and Telephone Number of Person Calling		
Caller's Location		Caller's Address
Name and Telephone Number of Contact at Scene of the Emergency: (If different from above.)		
Any injuries or deaths? If yes, has an ambulance been called? If not, put caller on hold and using another line, call ambulance, police and fire dept. relaying the above information. Get information on number of injured and where they are being taken. Inquire if caller is First Aid Certified and if so, ask if they would administer aid to injured until the authorities arrive.		
For Spill or Line Break Incident – Name and amount of material released? Is this a leak or a spill? What is the source and quantity? Do significant amounts appear to be entering the atmosphere, water/storm drains, soil? Name of product carrier? Description of terrain over which spill/leak is migrating?		
Any immediate danger to life or personal property, status of nearby populations (how many)?		
Who has been informed of the emergency? (i.e. police, ambulance, fire dept.; companies, land owners, regulatory bodies, etc.)		
Any hazardous materials in area?	Magnitude of the problem?	
Personnel at scene and actions taken so far by personnel?		
Weather conditions (wind direction, speed, temp, etc.)?	Any utilities involved (power, gas, etc.)?	

FOLLOW-UP ACTION TAKEN

CALLED	TIME	REMARKS
Police		
Fire Dept.		
Ambulance		
Initial Emergency Contact		

Notes: _____

