

EMERGENCY NOTIFICATION FORM

EMERGENCY	DETAILS
1) BRIEF DESCRIPTION OF EVENT (INCLUDING TIME OCCURRED)	
2) IDENTIFY DAMAGE, INJURIES, OPERATIONAL OR POTENTIAL IMPACT (E.G. IMPACT BUILDING OCCUPANCY?)	
3) RESPONSE ACTIONS REQUESTED/IMPLEMENTED	
4) LOCATION OF FACILITY OR EVENT	
5) STATUS OF EVENT – ONGOING OR COMPLETE	
6) NAME AND CONTACT INFORMATION, INCLUDING AFFILIATION, OF PERSON CALLING/RESPONSIBLE FOR HANDLING EVENT RESPONSE	