Initial Incident Notification Form

Mandatory Form: Initial Incident Notification (IIN) Form
Purpose: Incident Notification Form to follow-up with a verbal notification. May also be used to gather relevant information during the first emergency or incident report.

Initial Incident Notification					
***URGENT** - Confidential when Completed*					
A	Impacted Area / Asset Name:				
B	Country:		**C**	Specific Location:	Lat Long
D	Date of Emergency: (YY/MM/DD)		**E**	Time of Emergency: (Local)	
F	Person Notifying:		**G**	Contact Number:	
H	Brief account of Emergency:				
I	People Impact (Employee, Contractor, Public, Medical Emergency):				
J	Environmental Impact/Damage:				
K	Property/Asset Impact/Damage/Loss:				
L	Reputation/ Business Impact (Damage/Loss):				
M	External Agencies/ Stakeholders Involved:				
N	Media Coverage:				
O	What assistance has been requested:				
If oil spilt, please complete P to T					
P	Type of product spilled ☐ Crude Oil ☐ Condensate ☐ Hydraulic Oil ☐ Diesel/ Jet A1 ☐ Other				
Q	Quantity of product spilled (if known)				Tons/ m³/ bbl (circle value)
R	Is the spill	☐ Continuing	☐ Stopped		☐ Unknown
S	Weather Conditions (include wind speed and direction)				
T	What Actions Have Been Taken				