**TEMPLATE FOR AN ENVIRONMENTAL INCIDENT REPORT**

Name of the exercise:

Report number (HN fills):

|  |  |
| --- | --- |
| **Date and time:** |  |
| **Country and unit, POC:** |  |
| **Location, coordinates:** |  |
| **Description of incident:**   * date, time of incident * where, who, how * how much and what * distance to surface water * groundwater area |  |
| **Actions:**   * summary of actions to minimize hazards * remedial effects * assistance required/ requested * future actions needed |  |
| **Reference:**   * site specific EBS if available |  |
| **Additional information:**   * annex, map, pictures, results |  |
| **This report has been sent to**  **by**  **date** |  |