|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Location of Incident: |  | Date Incident Occurred: | |  | |
| Site Inspection: | No  Yes, by whom: | | Inspection Date: | |  |

|  |  |
| --- | --- |
| **Background to the Incident** | **Summary and assessment of conditions and events immediately preceding the incident:** |
|  |

|  |  |
| --- | --- |
| **Description of the Incident** | **Summary of the event (time occurred, description of circumstances, actions taken in response):** |
|  |

|  |  |
| --- | --- |
| Cause | **Actual or suspected cause and the rationale used to determine the cause:** |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Notifications** |  | **Name** | **Phone** | **Date/Time** |
| Supervisor |  |  |  |
| Management |  |  |  |
| Regulator |  |  |  |
| RCMP/Fire Department etc. |  |  |  |
| Occupational Health and Safety |  |  |  |
| Environmental Regulator |  |  |  |
| Landowner |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Recommendations** | Corrective actions to improve existing operations: | **Person Responsible** | **Target Date** |
|  |  |  |
|  |  |  |
|  |  |  |

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| --- | --- | --- | --- |
| **Recommendations** | Corrective actions to prevent future occurrences: | **Person Responsible** | **Target Date** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Estimate** | Equipment damage and repair. Describe: | |  |
| Clean up and remediation. Describe: | |  |
| Is an AFE required? No Yes AFE # | **Total $** |  |

|  |  |
| --- | --- |
| **ERP Evaluation** | AER Emergency Level: Alert, Level 1, Level 2 or Level 3 or N/A |
| ERP implementation evaluation and comments: |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reviewers** | **Reviewer** | **Title** | **Name** | **Date** |
| Field Personnel |  |  |  |
| Supervisor |  |  |  |
| Management |  |  |  |