

## **Attachment B: Incident Report Form**

**(The following hardcopy form should be used ONLY if E Team is inaccessible or not available. Otherwise, all assessment reports should be filed electronically through E Team. The hardcopy form has been modified slightly from the E Team online form.)**

**Note: All E Team forms depicted in this document are based on E Team Release 2.3.**

**The line designators (Line 1, Line 2, Line 3, etc.) in each information box are for LEIN and radio / telephone transmittal purposes only. They will not be found in the E Team online report form.**

**Attachment B: Incident Report Form – Critical Information**  
(Submit this page FOR EVERY INCIDENT being reported)



**Incident Report – Hardcopy** (Notes: \* = required field; see following page for field selections)

**CRITICAL INFORMATION**

**\*Incident Type:**  
(Line 1)

**\*Incident Status:**  
(Line 2)

**\*Location Name:**  
(Line 3)

**\*Incident Prognosis:**  
(Line 4)

**\*Date & Time:**  
(Line 5)

**\*Lead Agency:**  
(Line 6)

**Related Event:**  
(Line 7)

**Severity:**  
(Line 8)

**Contact Info (Name/Title/Phone/E-Mail of person submitting report):**  
(Line 9)

**SITUATION SUMMARY**

(Line 10)

**Attachment B: Incident Report Form – Field Selections for Critical Information Page**  
**(DO NOT SUBMIT THIS PAGE)**



## Incident Report - Hardcopy

**\*Incident Type (select only one):**

|                                |                                             |                                      |                                          |                                        |
|--------------------------------|---------------------------------------------|--------------------------------------|------------------------------------------|----------------------------------------|
| Not Yet Designated             | Evacuation                                  | Land Slide                           | Severe Weather - Wind                    | Terrorist Threat - Biological          |
| Airplane Crash                 | Explosion                                   | Levee Damage/Break                   | Shooting                                 | Terrorist Threat - Bombing             |
| Arrest                         | Fire                                        | Missing Person                       | Sinkhole                                 | Terrorist Threat - Chemical            |
| Assassination                  | Fire - Storm                                | Mud Slide                            | Suspect IED/VBIED                        | Terrorist Threat - Cyber               |
| Assassination Attempt          | Fire - Structure                            | Natural Disaster                     | Technological Disaster                   | Terrorist Threat - Other               |
| Automobile Accident            | Fire - Wildland                             | Nuclear Facility Accident/Incident   | Terrorist Incident - Biological          | Terrorist Threat - Radiological        |
| Avalanche                      | Flood                                       | Police Incident                      | Terrorist Incident - Bombing             | Terrorist Threat - Shooting/Hostage    |
| Boating/Shipping Accident      | Flood - Flash                               | Prison/Jail Riot                     | Terrorist Incident - Chemical            | Traffic Stop                           |
| Bridge Damage/Collapse         | Freeway Damage/Closure                      | Protest March/Rally                  | Terrorist Incident - Cyber               | Train Wreck/Accident                   |
| Building Collapse              | Harassment                                  | Road Damage/Closure                  | Terrorist Incident - Other               | Transborder Haz Mat Spill              |
| Civil Disturbance              | Hazardous Material Incident - Biological    | Severe Weather - Blizzard/Snow Storm | Terrorist Incident - Radiological        | Tunnel Accident                        |
| Computer System Damage/Failure | Hazardous Material Incident - Chemical      | Severe Weather - Drought             | Terrorist Incident - Shooting/Hostage    | Unattended Package/Vehicle             |
| Counterfeiting                 | Hazardous Material Incident - Oil/Petroleum | Severe Weather - Freeze              | Terrorist Indicator - Acquiring Supplies | Utilities Incident - Communications    |
| Dam Failure/Damage             | Hazardous Material Incident - Radiological  | Severe Weather - Hail Storm          | Terrorist Indicator - Deploying Assets   | Utilities Incident - Electrical System |
| Downed Power Line              | Hazardous Material Incident - Unknown       | Severe Weather - Hurricane           | Terrorist Indicator - Dry Run/Trial Run  | Utilities Incident - Natural Gas Line  |
| Drug Seizure                   | IED/VBIED                                   | Severe Weather - Lightning           | Terrorist Indicator - Elicitation        | Utilities Incident - Other             |
| Earthquake                     | Illegal Merchandise Seizure                 | Severe Weather - Other               | Terrorist Indicator - Surveillance       | Utilities Incident - Sewer System      |
| Enemy Attack                   | Insect Infestation                          | Severe Weather - Storm               | Terrorist Indicator - Suspicious Persons | Utilities Incident - Water System      |
| Epidemic                       | Labor Action - Vital Public Service         | Severe Weather - Tornado             | Terrorist Indicator - Tests of Security  |                                        |

**\*Incident Status (select only one):**

Black – Major Assistance Required  
Red – Assistance Required  
Yellow – Under Control  
Green – Resolved  
Gray – Unknown  
Blue – Closed

**\*Location Name:**

List jurisdiction by name  
(Include date in this field  
when entering into E Team)

**\*Incident Prognosis (select only one):**

Red – Worsening  
Yellow – Improving  
Green – Stable  
Gray – Unknown

**\*Date & Time:**

List date & time of incident

**\*Lead Agency:**

List agency or community

**Related Event:**

List name of related event (if any) that caused this incident

**Severity (select only one):**

Red – Worsening  
Yellow – Improving  
Green – Stable  
Gray – Unknown

**Contact Info:**

List name/title/phone #/e-mail address of person submitting report

**Situation Summary:**

Provide synopsis of current situation – including chronology of events, damage / impacts incurred, response actions taken, number of persons affected, resources used, etc.

**Attachment B: Incident Report Form – Page 2**  
(As appropriate, submit this page as information becomes available)



**Incident Report – Hardcopy** (Note: see last page for field selections)

**PERSONNEL AND INFRASTRUCTURE**

**# of Fatalities:**  
(Line 11)

**Building Damage:**  
(Line 12)

**# of Injuries:**  
(Line 13)

**Utilities Damage:**  
(Line 14)

**# of Evacuations:**  
(Line 15)

**Road Damage:**  
(Line 16)

**OTHER**

**Action Plan:**  
(Line 17)

**Weather Information:**  
(Line 18)

**Supporting Agencies:**  
(Line 19)

**Supporting Agencies Contact Information:**  
(Line 20)

**ICP Established (Yes/No)?**  
(Line 21)

Note: When submitting this via E Team, the fields on the Additional Info Tab are not visible until after the Incident Report has been submitted. The fields can be filled out when the report is updated.

**Attachment B: Incident Report Form – Page 3**  
(As appropriate, submit this page as information becomes available)



**Incident Report – Hardcopy** (Note: see last page for field selections)

**WHAT ADDITIONAL INFORMATION CAN YOU PROVIDE?**

**Law Enforcement**

# People Involved: (Line 22)  
Group Affiliation: (Line 23)  
Activity Engaged In: (Line 24)  
How Equipped/Armed: (Line 25)  
Details: (Line 26)

**Medical Health**

# Field Sites: (Line 27)  
Public Water System Affected: (Line 28)  
Food Contamination: (Line 29)  
Sewage/Solid Waste Problems: (Line 30)  
Quarantine Area: (Line 31)  
Animal Control Problem: (Line 32)  
Infectious Disease: (Line 33)  
Mental Health Issues: (Line 34)  
Haz Mat Issues: (Line 35)  
Evacuation Issues: (Line 36)  
Shelter Issues: (Line 37)

**Mass Care and Shelter** (for each line indicate number and provide comments)

Shelters Open: (Line 38)  
Persons Displaced: (Line 39)  
Persons In Shelters: (Line 40)  
Persons Not Sheltered: (Line 41)  
Feeding Sites: (Line 42)  
Mobile Feed Sites: (Line 43)  
Persons Fed (past 24 hrs.): (Line 44)  
Persons Projected Fed (next 24 hrs.): (Line 45)

**Attachment B: Incident Report Form – Page 4**  
(As appropriate, submit this page as information becomes available)



**Incident Report – Hardcopy** (Note: see last page for field selections)

## Fire and Rescue

**# of Fires:** (Line 46)

**# of Acres Burned:** (Line 47)

**# of Homes:** (L-R, Lines 48, 49, 50)

**# of Outbuildings:** (L-R, Lines 51, 52, 53)

**# of Commercial:** (L-R, Lines 54, 55, 56)

**Destroyed**

**Threatened**

**Comments**

## Hazardous Materials

**Type of Threat:** (Line 57)

**Properties of Threat:** (Line 58)

**Form of Material:** (Line 59)

**Specific Agent(s):** (Line 60)

**Immediate Hazard to People:** (Line 61)

**Evacuation Recommended:** (Line 62)

**Decontamination Required:** (Line 63)

**How Propagating:** (Line 64)

**Direction/Speed Moving:** (Line 65)

## Casualties

**Civilians**

**Responders**

**Fatalities:** (L-R, Lines 66, 67)

**Injuries:** (L-R, Lines 68, 69)

**Missing:** (L-R, Lines 70, 71)

**Totals:** (L-R, Lines 72, 73)

**Comments:** (Line 74)

**Attachment B: Incident Report Form – Page 5**  
(As appropriate, submit this page as information becomes available)



**Incident Report – Hardcopy** (Note: see last page for field selections)

**LOCATION**

|                                                      |                                              |
|------------------------------------------------------|----------------------------------------------|
| <b>Site Name:</b><br>(Line 75)                       | <b>Site Type:</b><br>(Line 76)               |
| <b>Street Address:</b><br>(Line 77)                  | <b>City/State/Zip:</b><br>(Line 78)          |
| <b>Intersection – Street 1:</b><br>(Line 79)         | <b>Intersection – Street 2:</b><br>(Line 80) |
| <b>County:</b><br>(Line 81)                          | <b>Geographic Area:</b><br>(Line 82)         |
| <b>Additional Location Information:</b><br>(Line 83) |                                              |

**GEO LOCATION & MAPPING**

|                               |                                |
|-------------------------------|--------------------------------|
| <b>Latitude:</b><br>(Line 84) | <b>Longitude:</b><br>(Line 85) |
|-------------------------------|--------------------------------|

**ATTACHMENTS**

|                                                    |
|----------------------------------------------------|
| <b>Supporting Documents Attached:</b><br>(Line 86) |
|----------------------------------------------------|

**Attachment B: Incident Report Form – Field Selections for Pages 2-5**  
**(DO NOT SUBMIT THIS PAGE)**



**Incident Report - Hardcopy**

**Building Damage (select only one):**

Heavy  
Moderate  
Light  
None

**Utilities Damage (select only one):**

Heavy  
Moderate  
Light  
None

**Road Damage (select only one):**

Heavy  
Moderate  
Light  
None

**Action Plan:**

Identify applicable pre-defined plan of action being followed (i.e., local EOP/EAG, MEMP)

**Support Agencies:**

List agency or community

**ICP Established:**

Indicate Yes or No if Incident Command Post has been established

**Site Name:**

Indicate name of site where incident first occurred

**Site Type (select only one):**

|                     |                 |
|---------------------|-----------------|
| Airport             | Police Station  |
| Corporate Campus    | Port            |
| Entertainment Venue | R & D Facility  |
| Executive Home      | Railhead        |
| Factory             | School          |
| Fire Station        | Shopping Center |
| Headquarters        | Warehouse       |
| Office Building     |                 |

**Geographic Area:**

List MSP District in which incident occurred

**Additional Location Information:**

Provide any other site information that could be useful to responding agencies

**Supporting Documents Attached:**

Indicate what documents, if any, are attached to this incident report  
(i.e., damage map, contact list, photographs, local emergency declaration)