



**When to Use
This Form**

This form is used to document notifications of emergencies and emergency procedure review. It should be used in conjunction with the Emergency Plan and also procedure P-192.615.

**Reviewed
Procedures**

- P-191.5 *Reporting Incidents*
- P-191.23 *Reporting Safety-Related Conditions*
- P-192.615 *Emergency Response*

The applicable sections of the above procedure(s) shall be reviewed prior to completing this form.

**Documentation
Procedure**

1. Document initial call. Refer to procedure P-192.615.
2. Document calls to fire, police and governmental agencies.
3. After the emergency is complete, review the procedures used to determine their effectiveness. Let DOT Coordinator know of procedural changes that need to be made.
4. Place original in File 192.615. Retain Records for 3 years.
5. Refer to Procedure P-191.5 to determine if this emergency constitutes a reportable accident or P-191.23 to determine if it is a safety-related condition. If so complete F-191.1 or F-191.25 respectively.



Receiving a Call Reporting a Potential Emergency

Caller Info.	Name:	Phone:
	Address	
Describe the emergency:		
Distance to nearest structure:		
Are there injuries? <input type="checkbox"/> No <input type="checkbox"/> Yes If YES, what type?		
Location of the emergency:		
Nearest town:		
Weather	Wind Direction From: To:	Wind Speed:
	<input type="checkbox"/> Fog <input type="checkbox"/> Rain <input type="checkbox"/> Snow <input type="checkbox"/> Other:	
Does this situation require immediate response? (Determined by Operator Personnel) <input type="checkbox"/> No <input type="checkbox"/> Yes--By Whom?		
Action	Dispatched To:	Time:
	Relayed To:	Time:
	Referred To:	Time:
Call Taken By:	Date:	Time:



External Notifications

Agency/Organization Name	Phone	Called by	Date/Time	Comments



Procedure Review

Type of Emergency:	Date of Emergency:
Did the operations personnel follow written procedures for this emergency? <input type="checkbox"/> Yes <input type="checkbox"/> No; Explain:	
Was emergency training provided adequate in handling the emergency? <input type="checkbox"/> Yes <input type="checkbox"/> No; Explain:	
Do the written procedures adequately address this abnormal operation? <input type="checkbox"/> Yes <input type="checkbox"/> No; list required revisions below:	

Procedure	Revision Needed

Review Completed by:	Date:
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