**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** |  |