

HEXATECH	OPERATIONS CONTROL SERVICES	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 2
	<b>Emergency Incident Report</b>	Revision No.: 0		Document Ref: OCS-REC-EIR

Project Name:  
Project Manager:  
Contact No.:

Incident Location:  
Type of Incident:  
Incident Date:  
Incident Time:

Incident Description:	
People Involved:	
People Injured / Victim / Death:	
Bomba Response: (Who and time called, arrival time, no. of Bomba vehicles and personnel)	
Polis Response: (Who and time called, arrival time, no. of Polis vehicles and personnel)	
Ambulance Response: (Who and time called, arrival time, no. of Ambulance and personnel)	
Property Damaged: (both public and private)	
IER response (able to alert people, direct people to shelter / escape route / meeting location, timely evacuation, handle of disabled, act first before helps comes, perform medical duties, extinguish small fires, take roll call, identify missing people, are IER personnel well trained, etc.):	
Building inhabitants (are they trained to act on emergency, familiar with the Emergency Response Plan, panic, listens to orders, personal belongings, assemble at designated meeting location, understand what happen and what to do next, etc.):	

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Electrical systems (type of equipment used, working condition, accessibility, sufficiency):	
ELV and building automation system (functionality, activation, power cut off, alarm set off, alarm effectiveness, PA system, walkie-talkie, communication lines, CCTV, etc):	
Critical M&E plant operations (switchgear, transformer, generator, switchboards, Aircond chiller, AHU, etc.):	
Earthquake (frequency, aftershocks, shelter availability, unstable structure, electrical hazard, etc.):	
Water flooding affecting M&E systems:	
Other:	

Outstanding matters that required follow-up:

Description	Action by:	Target date

This report prepared by:

This report concurred by:

Signature:  
Full Name:  
Appointment:  
Department:  
Date:

Signature:  
Full Name:  
Appointment:  
Department:  
Date: