


Department: Environmental Affairs and Tourism 	Document Type:	Emergency Incident Report	
	Title:	EXAMPLE	
	Document Status:	Pilot reporting format	
Reference:	[A reference that may be used in future correspondence]	Initial Submission Date:	[Date of initial submission of the report to the Department: Environmental Affairs and Tourism]
Revision No.:	example	Compiled by:	[Full name and contact details of the person submitting the report]

This form provides a template for the emergency incident report required in terms of section 30(5) of the National Environmental Management Act (Act No. 107 of 1998) (hereinafter “NEMA”) in which the responsible person or, where the incident occurred in the course of that person’s employment, his or her employer, must, within 14 days of the incident, report to the Director General, provincial head of department and municipality such information as is available to enable an initial evaluation of the incident, including: (a) the nature of the incident; (b) the substances involved and an estimation of the quantity released and their possible acute effect on persons and the environment and data needed to assess these effects; (c) initial measures taken to minimise impacts; (d) causes of the incident, whether direct or indirect, including equipment, technology, system, or management failure; and (e) measures taken and to be taken to avoid a recurrence of such incident.

In terms of section 30(1)(a) of NEMA, an “incident” means an unexpected sudden occurrence, including a major emission, fire or explosion leading to serious danger to the public or potentially serious pollution of or detriment to the environment, whether immediate or delayed.

In line with section 24 of the Constitution of the Republic of South Africa (Act No. 108 of 1996), “serious” is taken to be a measure of the impact of an incident where such an incident has had, could have had, is having, or will have a negative impact on human health or well-being.

1. RESPONSIBLE PERSON			
In terms of section 30(1)(b) of NEMA, the “responsible person” includes any person who: (i) is responsible for the incident; (ii) owns any hazardous substance involved in the incident; or (iii) was in control of any hazardous substance involved in the incident at the time of the incident			
1.1 Name:	[Full name of person, company, etc.]	1.2 Designation:	[designation of responsible person (n/a for companies, etc.)]
1.3 Postal Address:	[Full postal address including postal code]	1.4 Physical Address:	[Full physical address]
1.5 Telephone (B/H)	[Business hours contact telephone number and area code]	1.6 Telephone (A/H)	[After hours contact telephone number and area code]
1.7 Nature of Business:	[Brief summary of the nature of the business]		

2. EMERGENCY INCIDENT SUMMARY INFORMATION					
Mark the appropriate boxes					
2.1 Fire:		2.2 Spill:		2.3 Explosion:	
2.5 Injuries		2.6 Reportable injuries:		2.7 Hospitalisation:	
2.9 Open water impacts:		2.10 Ground water impacts:		2.11 Atmospheric impacts:	
2.13 Own emergency response involved		2.14 Fire prevention services involved		2.15 Government hazardous materials emergency response involved	
2.17 Emission of non-toxic substances at low concentrations		2.18 Emission of non-toxic substances at high concentrations		2.19 Emission of toxic substances at low concentrations	
2.21 No evacuation required		2.22 Immediate area evacuated		2.23 Immediate surrounds evacuated	
				2.4 Gaseous Emission:	
				2.8 Fatalities:	
				2.12 Soil impacts:	
				2.16 More than 1 governmental emergency response service involved	
				2.20 Emission of toxic substances at high concentrations	
				2.24 Evacuation of the general public	

3. INITIAL EMERGENCY INCIDENT REPORT				
<p>In terms of section 30(3) of NEMA, the responsible person or, where the incident occurred in the course of that person's employment, his or her employer must forthwith after knowledge of the incident, report through the most effective means reasonably available: (a) the nature of the incident; (b) any risks posed by the incident to public health, safety and property; (c) the toxicity of substances or byproducts released by the incident; and (d) any steps that should be taken in order to avoid or minimise the effects of the incident on public health and the environment to: (i) the Director General; (ii) the South African Police Services and the relevant fire prevention service; (iii) the relevant provincial head of department or municipality; and (iv) all persons whose health may be affected by the incident.</p>				
3.1 Description	3.2 Date:	3.3 Time:	3.4 Medium:	3.5 Contact Details:
Director General:	[submission date]	[submission time]	[Fax, phone, SMS, letter, etc.]	[who was the report made to?]
SAPS:				
Relevant fire prevention service:				
Relevant province or municipality				
Affected persons:			Provide details of who was contacted and how they were contacted as Annexure A to this report	

4. INCIDENT DETAILS			
In terms of NEMA section 30(5)(a) and (d), the responsible person must report on the nature of the incident as well as the causes of the incident, whether direct or indirect, including equipment, technology, system, or management failure			
4.1 Incident start time:	[The exact time that the unexpected event started]	4.2 Incident duration:	[the duration of the unexpected event]
4.3 Duration of danger:	[The time taken from the start of the event to the time when the impacts of the event no longer posed a threat to anyone's health or well-being]	4.4 Duration of exposure:	[The duration of conditions that had a direct impact anyone's health or well-being]
4.5 Incident description	[Brief description of the incident detailing, but not limited to, a description of: (i) what happened; (ii) how it happened; (iii) where it happened; (iv) the timing and sequence of events; and (v) why it happened. A detailed discussion may be included as an annex.]		
	Plans, diagrams, maps or any other graphical material relating to the incident description must be attached as annexures B1, B2, etc.		
4.6 Wind speed and direction	[The wind speed and direction at the point of the incident at the time of the incident]	4.7 Ambient air temperature	[ambient air temperature at the time of the incident]
4.8 Weather conditions	[Sunny, light rain, mist, heavy rain, etc.]	4.9 Other relevant meteorological conditions	[Temperature inversion, floods, etc]

5. POLLUTANTS RELEASED DURING INCIDENT					
In terms of NEMA section 30(5)(b), the responsible person must report on the substances involved and an estimation of the quantity.					
List all the pollutants directly released during the incident (i.e. exclude those pollutants that resulted from mitigation measures, e.g. flaring, treatment, dilution etc.)					
5.1 Substance or mixture of substances	5.2 Reference Number	5.3 Phase	5.4 Total Quantity emitted	5.5 Unit	5.6 Nature of emission
[The name recognised by any national or internationally recognised chemical referencing system]	[Reference to any national or internationally recognised chemical referencing system]	[solid, semi-solid, liquid or gas]	[the total measured or estimated quantity released into the environment]	[the unit of measure in respect to the quantity]	[emitted from truck, underground pipe, stack, etc.]

6. SECONDARY POLLUTANTS RESULTING FROM INCIDENT

In terms of NEMA section 30(5)(b), the responsible person must report on the substances involved and an estimation of the quantity released.

List all the pollutants that resulted from mitigation measures, e.g. flaring, treatment, dilution etc.

6.1 Substance or mixture of substances	6.2 Reference Number	6.3 Phase	6.4 Total Quantity emitted	6.5 Unit	6.6 Nature of emission
[The name recognised by any national or internationally recognised chemical referencing system]	[Reference to any national or internationally recognised chemical referencing system]	[solid, semi-solid, liquid or gas]	[the total measured or estimated quantity released into the environment]	[the unit of measure in respect to the quantity]	[emitted from truck, underground pipe, stack, etc.]

7. POLLUTANT CONCENTRATIONS

In terms of NEMA section 30(5)(b), the responsible person must report on the substances involved and an estimation of the quantity released.

List all the pollutants detailed in sections **Error! Reference source not found.** and **Error! Reference source not found.**
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7.1 Substance or mixture of substances	7.2 Reference Number	7.3 Estimated pollutant concentration				7.7 Concentration unit (e.g. ppm)
		7.4 10m	7.5 100m	7.6 500m		
[The name recognised by any national or internationally recognised chemical referencing system]	[Reference to any national or internationally recognised chemical referencing system]	[estimate the concentration of the pollutant in water, soil and/or air within a 10m radius of the epicentre of the incident]	[estimate the concentration of the pollutant in water, soil and/or air within a 100m radius of the epicentre of the incident]	[estimate the concentration of the pollutant in water, soil and/or air within a 500m radius of the epicentre of the incident]		[[Provide the unit of concentration used in columns 7.4, 7.5 and 7.6.]

8. INCIDENT IMPACT	
In terms of NEMA section 30(5)(b), the responsible person must report on possible acute effect on persons and the environment and data needed to assess these effects;	
8.1 Minor injuries	[Describe the number and types of any minor injuries that resulted from the incident or efforts to manage the incident or the impacts thereof]
8.2 Reportable injuries	[Describe the number and types of any injuries requiring statutory reporting that resulted from the incident or efforts to manage the incident or the impacts thereof]
8.3 Hospitalisation	[Describe the number and types of any injuries that required professional medical care that resulted from the incident or efforts to manage the incident or the impacts thereof]
8.4 Fatalities	[Describe the number and cause of any fatalities that resulted from the incident or efforts to manage the incident or the impacts thereof]
8.5 Biological impacts	[Describe any impacts on biological life, other than human life, e.g. fish kills, plant mortality, etc.]
8.6 Impact area	[Describe the area possibly affected by the incident or the impacts thereof including: (i) size of the area; (ii) socio-economic context; (iii) population density; (iv) sensitive environments (if any), etc.]
8.7 Data	Attach relevant impact reports, medical reports, death certificates, post mortem reports, environmental monitoring data, etc. as Annexes C1, C2,... to this report

9. EXISTING PREVENTION PROCEDURES AND/OR SYSTEMS	
9.1 Foresight	[Briefly describe whether the incident could have, or had, been foreseen, e.g. was it included in any environmental impact assessment, risk assessment, health and safety plan, etc.]
9.2 Procedures and/or systems	Attach any relevant safety, health and environmental plans (including any statutory planning requirements) that detail what actions should be taken in the event of the incident that is the subject of this report
9.3 Procedure and/or systems failures	[Describe any failures or shortfalls in procedures and/or systems that may have contributed to the incident]
9.4 Technical measures	[Describe any technical measures, equipment, 'fail-safe' devices, etc. that are in place to prevent the occurrence of the incident]
9.5 Technical failure	[Describe any failures of technical measures, equipment, 'fail-safe' devices, etc. that are in place to prevent the occurrence of the incident]

10. INITIAL INCIDENT MANAGEMENT	
In terms of NEMA section 30(5)(c), the responsible person must report on initial measures taken to minimise impacts.	
10.1 Evacuation	[Describe any evacuation activities including information on the number of people evacuated and whether these people were staff or otherwise]
10.2 Technical measures	[Describe all technical measures taken to address the incident]
10.3 Mitigation measures	[Describe all measures taken to minimise the impact]
10.4 Emergency Services	[Describe any governmental emergency services involvement]

11. CLEANUP AND/OR DECONTAMINATION			
In terms of NEMA section 30(5)(c), the responsible person must report on initial measures taken to minimise impacts.			
11.1 Cleanup and/or decontamination	[Provide a detailed description of all cleanup and/or decontamination activities and the environmental quality and impacts resulting from these activities as well as contact details for any contracted service providers in an annex.]		
11.2 Permissions and Instructions			
Provide details of any permissions and/or instructions received from any organ of state during initial incident management, cleanup and/or decontamination			
11.3 Type	11.4 Statute	11.5 Issued By	11.6 Details
[Describe the nature or type of permission or instruction]	[Provide a reference to the legal mandate for the permission or instruction]	[Provide contact details for the permitting or instructing authority]	[provide a summary of the activities carried out in terms of the permission or instruction]

12. MITIGATION MEASURES			
In terms of NEMA section 30(5)(e), the responsible person must report on measures taken and to be taken to avoid a recurrence of such incident.			
12.1 Measure	12.2 Objective	12.3 Cost	12.4 Timing
[Briefly describe each of the measures taken, and to be taken, to avoid a recurrence of such incident]	[Briefly describe the objective of the measure, i.e. the desired outcome of the measure]	[Estimate the cost of the measure in terms of capital costs and/or recurrent costs]	[Provide information on the timing for the full implementation of the measure]

13. AUTHORISATIONS

Provide detail on all authorisations (including permits, licenses, certificates, etc.) in respect of the activity to which the incident relates.

13.1 Type	13.2 Statute	13.3 Issued By	13.4 Issue & Expiry Date
[Describe the nature or type of authorisation, e.g. Registration Certificate]	[Provide the reference for the authorisation, e.g. section X of the National Environmental Management Act (Act No. 107 of 1989)]	[Provide contact details for the issuing authority]	[provide the date of issue and expiry]

14. HISTORY

Provide details on any and every similar incident involving the responsible person in the last 24 months. Similar incidents include those that: (i) involved similar circumstances; (ii) involved similar emissions; (iii) involved similar personal; and/or (iv) involved similar impacts.

14.1 Incident title	14.2 Report reference	14.3 Date of incident	14.4 Summary of event
[Provide the title used in the relevant emergency incident report]	[Provide the reference in respect of the relevant emergency incident report]	[Date of incident]	[Provide a summary of the event]

Signed by, or as a mandated signatory for, the responsible person:		Date:	
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