

Major Incident Report

Welcome to the Major Incident Reporting template. Before starting to fill in the actual electronic template, please make sure to download the template as linked to below. This template will be of great help and assistance when gathering information needed for filling in the template. The same template also serves as a guide and manual.
[DOWNLOAD REPORTING TEMPLATE](#) File type: PDF File size: 176 kB

Please download the files for 'timeline of events' and 'flowchart of surge capacity' and provide as much information on these as you are able to. Attach these files to the completed report before pressing send. [TIMELINE OF EVENTS](#) File type: DOCX File size: 20 kB [FLOWCHART OF SURGE CAPACITY](#) File type: PPT File size: 86 kB
In the conclusion section of this form we will allow for the files (completed with all relevant data) to be uploaded with your report. We will also occasionally refer to the files as we go along with the questions here so we suggest that you download and familiarize yourself with the files even at this early stage.

TERMS AND CONDITIONS The editorial board of majorincidentreporting.org accepts all reports in good faith. Presumed classified information will be removed from reports prior to publication on the webpage. Nevertheless, authors of reports are solely responsible for the content of the report. They must ensure that reports comply with ethical and privacy legislation and do not contain sensitive or confidential information or information under professional secrecy. *

I accept the above terms and conditions (please tick)

Main author

* Indicates response required

Title *

Last Name *

First Name *

Middle Name

Country *

E-mail *

Please describe which role the author had in the major incident *

Pre-incident data

* Indicates response required

Country *

More than one country? *

Yes

No

Country II *

More than two countries? *

Yes

No

Country III *

Describe the area of the incident as much as possible (eg. GPS coordinates, population density, terrain)

Describe any special circumstances that were occurring in the area prior to or at the time of the incident that may have affected the situation ie.changes to the population or accessibility to the area that differed from normal (eg. did the major incident occur during a festival/rally/protest? Was there political unrest or upheaval or conflict in the area? Was accessibility to the area disrupted?) *

Incident characteristics

* Indicates response required

1.1. Date of incident *

1.1.2. Time (HH:MM) of incident

1.2. What was the mechanism/external factor that caused the incident? Please tick for all options that apply. *

- Transport and industrial incident
- Extreme weather
- Seismic
- Fire
- Mass gathering
- Explosive
- Industrial accident
- Nuclear or radiological incident
- Biological
- Chemical
- Other / Unknown

1.3. Please specify the extreme weather that caused the incident *

- Avalanche
- Flooding
- Thunderstorm
- Hurricane
- Extreme heat
- Extreme cold
- Other type of extreme weather. Please specify:

1.3.1. Please specify other mechanism/external factor that caused the incident:

1.4. Is this incident coupled to another incident? *

- Yes
- No

1.4.1. Please specify which other incident this major incident is coupled to *

1.5. What was the location of the incident scene? Please tick for all options that apply. *

- Urban area
- Rural/countryside area
- Offshore/maritime (ocean, river, lake)
- Mountain
- Road
- Airport
- Education facility
- Public facility
- Health care facility
- Building
- Mass gathering
- Other / Unknown

1.5.1. Please specify other type of location of incident scene or leave blank if unknown:

Incident characteristics - continued

* Indicates response required

2.1. What was the EMS' mode of access to treat patients at incident scene? Please tick for all options that apply. *

Wheeled vehicles

Rail

Air

Boat

Foot

Other

2.1.1. Please specify other *

2.2. Please describe any delays of importance

Incident characteristics - continued

* Indicates response required

3.1. What was the EMS' mode of evacuating patients from the incident scene? Please tick for all options that apply. *

Wheeled vehicles

Rail

Air

Boat

Foot

Other

3.1.1. Please specify other *

3.2. Please describe any delays of importance

Incident characteristics - continued

* Indicates response required

4.1. Was there damage to infrastructure that affected EMS response? Please tick for all options that apply. *

- Power
- Telecommunication
- Other modes of communication
- Road
- Rail
- Damage to the EMS or health structure
- Other damage
- No damage

4.1.1. Please specify other *

4.2. Please describe any delays of importance

4.3. How many sites required separate EMS infrastructure (such as on-scene leadership and casualty clearing stations) in the response phase? *

Incident characteristics - continued

* Indicates response required

5.1. Which hazards existed for rescuers on scene? Please tick for all options that apply. *

- On going violence or risk of further violence
- Fire
- Collapsing building/s
- Climate
- Lack of electricity
- Lack of water/food
- Other
- No hazards existed

5.1.1. Please specify other *

5.2. If possible, please specify what the hazard was and how it affected the rescuers on-scene

Incident characteristics - continued

* Indicates response required

6.1. Which hazards existed for patients on scene? Please tick for all options that apply. *

- On going violence or risk of further violence
- Fire
- Collapsing building/s
- Climate
- Lack of electricity
- Lack of water/food
- Other
- No hazards existed

6.1.1. Please specify other *

6.2. Please describe any delays of importance

EMS response data

* Indicates response required

7.1. Which (if any) of the following actions were implemented by the medical response *

- Assume the role of on-scene medical commander
- Begin to make an assessment of scene safety
- Communicate a situation report to EMS coordinating centre
- Request additional resources
- Initiate any safety related actions
- Delegate responsibility for other tasks on scene

7.1.1. Were these actions implemented by the first medical responder to arrive on scene? *

- Yes
- No

7.1.2. Who implemented them and why?

7.1.3. Do you have a dedicated on-scene medical commander in your EMS system? *

- Yes
- No

7.1.4. What kind of personnel assumed the role of on-scene medical commander in this incident?

7.2. Give details of which safety actions were initiated (eg. High visibility vests or personal protective equipment for responders)

7.3. Give details of which tasks were delegated (eg. Ambulance parking officer, Primary triage officer)

7.4. If you have the times for these actions and the order they occurred please add them to the previously downloaded 'timeline of events' document. If there were reasons for tasks not performed, please elaborate

EMS response data (continued)

* Indicates response required

8.1. By whom were additional medical staff who responded to the major incident summoned? *

- First medical team to arrive on-scene
- On-scene medical commander
- EMS coordinating centre
- Other means
- Unknown
- No additional medical staff were summoned

8.1.1. Please specify other means

8.2. Please give details of which additional staff (eg. bronze, silver and gold officers, tactical advisors etc) were summoned, at what time they were summoned and at what time they arrived at their designated posts

EMS response data (continued)

* Indicates response required

9.1. Were medical pre-hospital resources used in the major incident response coordinated by: *

First medical team to arrive on-scene?

On-scene medical commander?

EMS coordinating centre?

Other means?

9.1.1. Please specify other means

9.2. If you have the times for these actions in the order they occurred please provide them here or in the downloaded Timeline of events document. If there were reasons for tasks not performed please elaborate.

Medical command structure

* Indicates response required

10.1. Was there a pre-hospital major incident response plan in place? *

Yes

No

10.1.1. If available, please upload the response plan here

10.1.2. How did your actual response differ to the plan and what was the consequence of that?

Medical communication

* Indicates response required

11.1. Was satisfactory communication achieved between those who needed to communicate during the incident? *

- Yes
- No
- Unknown

11.2. Who managed communication at the incident? *

- First medical team to arrive on-scene
- On-scene medical commander
- EMS coordinating centre
- Other means

11.2.1. Please specify other means *

11.3. If relevant, please describe any communication challenges

11.4. When available, please provide a timeline for central communication issues

Mode of communications

* Indicates response required

12.1. Which mode/s of communication were used during the major incident response? Please tick for all options that apply. *

- Radio, VHS
- Radio, tetra
- Other type of radio
- Mobile phone
- Land line telephone
- Communication to the public (such as television, sms, social media)?
- Other means of communication

12.1.1. Please specify mode of communication to the public. If social media was used please describe this *

12.1.2. Please specify other means of communication *

12.2. Describe any failure to communication and how it affected the response

Mode of communications (continued)

* Indicates response required

13.1. Which of the communication systems are in use on a daily basis? *

- VHF radio
- Tetra radio
- Other type of radio
- Mobile phone
- Land line telephone
- Communication to the public (such as television, social media)?
- Other means of communication

EMS response data

* Indicates response required

14.1. Please state number of lay persons with no field care education present at the incident scene *

14.2. Please state number of non-EMS personnel with basic life support (BLS) competency present at the incident scene *

14.3. Please state number of EMS professionals who were not physicians, but with BLS competency present at the incident scene *

14.4. Please state number of EMS professionals who were not physicians, but with Advanced Life Support (ALS) competency present at the incident scene *

14.5. Please state number of on-scene physicians with ALS competency present at the incident scene *

14.6. Please state number of other type of personnel/persons present at the incident scene *

14.6.1. Please specify other type of personnel/persons *

Transport

* Indicates response required

15.1.1. Number of EMS vehicles available at the incident scene *

15.1.2. Number of EMS helicopters available at the incident scene *

15.1.3. Number of EMS boats available at the incident scene *

15.1.4. Number of other type of EMS units available at the incident scene *

15.1.4.1. Please specify other type of EMS units *

15.2.1. Number of civilian vehicles available at the incident scene *

15.2.2. Number of civilian helicopters available at the incident scene *

15.2.3. Number of civilian boats available at the incident scene *

15.2.4. Number of other type of civilian units available at the incident scene *

15.2.4.1. Please specify other type of civilian units *

15.3.1. Number of other emergency services vehicles available at the incident scene *

15.3.2. Number of other emergency services helicopters available at the incident scene *

15.3.3. Number of other emergency services boats available at the incident scene *

15.3.4. Number of other units available at incident scene *

15.3.4.1. Please specify other type of units *

Equipment

* Indicates response required

16.1. What kind of equipment was available on-scene enabling EMS to do their job? Please tick for all options that apply *

- Equipment to provide care for patients exposed to hazardous materials
- Search and rescue equipment
- Alpine/mountain rescue equipment
- Coast guard equipment
- Support vehicles
- Other type of equipment
- No equipment was available

16.1.1. If any equipment was missing please describe

Patient surge data

* Indicates response required

17.1. Number of receiving hospitals *

Hospital I

17.1.1. Distance from incident scene where pre-hospital medical response was initiated to hospital I by air line in kilometers *

17.1.2. Type of hospital I *

17.1.2.1. Please specify other type of hospital *

17.1.3. Date of first patient transported to hospital *

17.1.4. Time (HH:MM) of first patient transported to hospital

17.1.5. Date of last patient transported to hospital *

17.1.6. Time (HH:MM) of last patient transported to hospital

If flow-chart data is available, [download flow-chart template here](#) > complete the template with your own data > upload the file below

17.1.7. If available, upload a flow-chart

17.1.8. If you have more details on the patient surge please provide them in the free-text field below

Hospital II

17.2.1. Distance from incident scene where pre-hospital medical response was initiated to hospital I by air line in kilometers *

17.2.2. Type of hospital *

17.2.2.1. Please specify other type of hospital *

17.2.3. Date of first patient transported to hospital *

17.2.4. Time (HH:MM) of first patient transported to hospital

17.2.5. Date of last patient transported to hospital *

17.2.6. Time (HH:MM) of last patient transported to hospital

If flow-chart data is available, [download flow-chart template here](#) > complete the template with your own data > upload the file below

17.2.7. If available, upload a flow-chart

17.2.8. If you have more details on the patient surge please provide them in the free-text field below

Hospital III

17.3.1. Distance from incident scene where pre-hospital medical response was initiated to hospital I by air line in kilometers *

17.3.2. Type of hospital *

17.3.2.1. Please specify other type of hospital *

17.3.3. Date of first patient transported to hospital *

17.3.4. Time (HH:MM) of first patient transported to hospital

17.3.5. Date of last patient transported to hospital *

17.3.6. Time (HH:MM) of last patient transported to hospital

If flow-chart data is available, [download flow-chart template here](#) > complete the template with your own data > upload the file below

17.3.7. If available, upload a flow-chart

17.3.8. If you have more details on the patient surge please provide them in the free-text field below

Hospital IV

17.4.1. Distance from incident scene where pre-hospital medical response was initiated to hospital I by air line in kilometers *

17.4.2. Type of hospital *

17.4.2.1. Please specify other type of hospital *

17.4.3. Date of first patient transported to hospital *

17.4.4. Time (HH:MM) of first patient transported to hospital

17.4.5. Date of last patient transported to hospital *

17.4.6. Time (HH:MM) of last patient transported to hospital

If flow-chart data is available, [download flow-chart template here](#) > complete the template with your own data > upload the file below

17.4.7. If available, upload a flow-chart

17.4.8. If you have more details on the patient surge please provide them in the free-text field below

Hospital V

17.5.1. Distance from incident scene where pre-hospital medical response was initiated to hospital I by air line in kilometers *

17.5.2. Type of hospital *

17.5.2.1. Please specify other type of hospital *

17.5.3. Date of first patient transported to hospital *

17.5.4. Time (HH:MM) of first patient transported to hospital

17.5.5. Date of last patient transported to hospital *

17.5.6. Time (HH:MM) of last patient transported to hospital

If flow-chart data is available, [download flow-chart template here](#) > complete the template with your own data > upload the file below

17.5.7. If available, upload a flow-chart

17.5.8. If you have more details on the patient surge please provide them in the free-text field below

Hospital VI

17.6.1. Distance from incident scene where pre-hospital medical response was initiated to hospital I by air line in kilometers *

17.6.2. Type of hospital *

17.6.2.1. Please specify other type of hospital *

17.6.3. Date of first patient transported to hospital *

17.6.4. Time (HH:MM) of first patient transported to hospital

17.6.5. Date of last patient transported to hospital *

17.6.6. Time (HH:MM) of last patient transported to hospital

If flow-chart data is available, [download flow-chart template here](#) > complete the template with your own data > upload the file below

17.6.7. If available, upload a flow-chart

17.6.8. If you have more details on the patient surge please provide them in the free-text field below

Hospital/s > VII

17.7.1. Please use space below for the additional hospitals *

Patient surge data (continued)

* Indicates response required

Note: If the number is 1-5 please check unknown. Due to patient confidentiality restrictions no data on less than 6 patients can be reported

18.1. Number of patients with minor injuries *

18.2. Please provide the data source from which these numbers originate

18.3. What was the total number of patients seeking care at a hospital *

Patient characteristics

* Indicates response required

Note: If the number is 1-5 please check unknown. Due to patient confidentiality restrictions no data on less than 6 patients can be reported

19.1. What was the estimated number of people at risk from the major incident? (e.g. number of passengers on a train / ship) *

19.2. Please explain how the above number of population at risk was reached *

Patient characteristics (continued)

* Indicates response required

Note: If the number is 1-5 please check unknown. Due to patient confidentiality restrictions no data on less than 6 patients can be reported

20.1. Number of males injured *

20.2. Number of females injured *

20.3. Number of neonates injured *

20.4. Number of infants (1 month - 2 years) injured *

20.5. Number of young children (2-6 years) injured *

20.6. Number of children (6-12 years) injured *

20.7. Number of adolescent (12-18 years) injured *

20.8. Number of unidentified/missing victims *

Patient characteristics (continued)

* Indicates response required

Note: If the number is 1-5 please check unknown. Due to patient confidentiality restrictions no data on less than 6 patients can be reported

21.1. What was the number of dead on-scene/dead before any medical care was provided? *

21.2. What was the number of dead before arrival at hospital? *

21.3. What was the number of deaths of those admitted to the hospital within 30 days of the event? *

21.4. Is data collection of thirty day mortality of those admitted to hospital considered complete? *

Yes

No

Unknown

21.5. Was a pre-hospital triage system used? *

Yes

No

Unknown

21.5.1. Who performed the pre-hospital on-scene triage? *

Physician

EMS personnel

Other

21.5.2. Which triage system was used? *

21.5.3. Please specify other person/personnel who performed the pre-hospital on-scene triage *

Triage

* Indicates response required

Note: If the number is 1-5 please check unknown. Due to patient confidentiality restrictions no data on less than 6 patients can be reported

22.1. Number of patients in triage category red = immediate upon first assessment on scene *

22.2. Number of patients in triage category yellow = urgent upon first assessment on scene *

22.3. Number of patients in triage green = minor/delayed upon first assessment on scene *

22.4. Number of patients in triage category black = deceased upon first assessment on scene *

22.5. Number of patients who were triaged in another category than the previous upon first assessment on scene *

22.5.1. Please describe the other triage categories *

22.6. Was there any over- or undertriage? *

Yes

No

Unknown

22.6.1. If possible please depict the % of over and under triage and how the calculations were undertaken

Types of injury

* Indicates response required

Note: If the number is 1-5 please check unknown. Due to patient confidentiality restrictions no data on less than 6 patients can be reported

23.1. Number of patients with blunt trauma *

23.2. Number of patients with penetrating trauma *

23.3. Number of patients with burns *

23.4. Number of patients drowned *

23.5. Number of patients with asphyxiation *

23.6. Number of patients with hypothermia *

23.7. Number of patients with intoxication/poisoning *

23.8. Number of patients with infectious disease *

23.9. Number of patients with acute psychiatric symptoms requiring medical attention *

23.10. Number of patients with nuclear or radiological injury *

23.11. Number of patients with biological injury *

23.12. Number of patients with chemical injury *

23.13. Number of patients by other type of injury *

23.13.1. Please specify other types of injury sustained *

23.14. Number of patients admitted to critical care area *

Key lessons

* Indicates response required

Problems

24.1. During the pre-hospital emergency medical response to this major incident, were there any particular problems that may be improved in future major incidents? *

Yes

No

24.2. In what area/s did the problem/s occur? *

Issues related to pre-incident situation in the country/region

Issues related to EMS situation before the major incident

Nature of the incident itself

The EMS response

Characteristics of the patients

Other

Pre-incident data

24.3.1. What was the problem encountered? *

24.3.2. How did responders attempt to address the problem? *

24.3.3. How would you recommend addressing / avoiding a similar problem at a future major incident? *

EMS background

24.4.1. What was the problem encountered? *

24.4.2. How did responders attempt to address the problem? *

24.4.3. How would you recommend addressing / avoiding a similar problem at a future major incident? *

Incident characteristics

24.5.1. What was the problem encountered? *

24.5.2. How did responders attempt to address the problem? *

24.5.3. How would you recommend addressing / avoiding a similar problem at a future major incident? *

EMS response

24.6.1. What was the problem encountered? *

24.6.2. How did responders attempt to address the problem? *

24.6.3. How would you recommend addressing / avoiding a similar problem at a future major incident? *

Patient characteristics

24.7.1. What was the problem encountered? *

24.7.2. How did responders attempt to address the problem? *

24.7.3. How would you recommend addressing / avoiding a similar problem at a future major incident? *

Other

24.8. Please specify other problems that were encountered and may be improved in future major incidents *

Successes

25.1. During the pre-hospital emergency medical response to this major incident, were there any particular successes that may enhance the response to future major incidents? *

Yes

No

25.2. In what area/s did the success/es occur? *

Issues related to pre-incident situation in the country/region

Issues related to EMS situation before the major incident

Nature of the incident itself

The EMS response

Characteristics of the patients

Other

Pre-incident data

25.3.1. What element of the response went particularly well? *

25.3.2. What recommendations would you make for the response to future major incident responses? *

EMS background

25.4.1. What element of the response went particularly well? *

25.4.2. What recommendations would you make for the response to future major incident responses? *

Incident characteristics

25.5.1. What element of the response went particularly well? *

25.5.2. What recommendations would you make for the response to future major incident responses? *

EMS response

25.6.1. What element of the response went particularly well? *

25.6.2. What recommendations would make for the response to future major incidents? *

Patient characteristics

25.7.1. What element of the response went particularly well? *

25.7.2. What recommendations would you make for the response to future major incident responses? *

Other

25.8.1. Please specify other successes that were encountered and may enhance the response to future major incidents *

EMS background

* Indicates response required

26.1. Was an EMS coordinating centre (the centre responsible for dispatching and coordinating EMS units to the scene) available in the affected country/ies at the time of the incident? *

Yes

No

26.2. Is there one common dialling number for all Emergency Services (fire, police, EMS) *

Yes

No

26.3. Can a major incident be declared directly by the person receiving an alert at the EMS coordinating centre? *

Yes

No

Unknown

26.4. Do you have a separate number for each service, does no number exist? *

Separate number for each service

No number exist

26.5. What is the background of staff in the every-day/normal staffing of EMS services? Please tick for all options that apply. *

Basic Life Support by non-EMS professional

Basic Life Support by EMS professionals, non-physician

Advanced Life Support by EMS professional, non-physician

Advanced Life Support On-scene by Physician

Other / Unknown

26.5.1. Please specify the background of other staff in the every-day/normal staffing of EMS services or leave blank if unknown.

26.6. What other resources are routinely available to assist the EMS service in a normal setting? Please tick for all options that apply. *

Fire brigade

Police

Voluntary organizations

Coast guard

Military

Civil protection

Other / Unknown

26.6.1. Please specify which voluntary organizations are available to assist the EMS service in a normal setting *

26.6.2. Please specify other resources that are routinely available or leave blank if unknown.

26.7. What other resources can be mobilized in a major incident? Please tick for all options that apply. *

- Fire brigade
- Police
- Voluntary organizations
- Coast guard
- Military
- Civil protection
- Other resources / Unknown

26.7.1. Please specify which voluntary organizations are available *

26.7.2. Please specify other resources that can be mobilized or leave blank if unknown

EMS background (continued)

* Indicates response required

27.1. Does the country where the major incident took place have a trauma network? *

- Yes
- No
- Unknown

27.2. Are there any regional hospital/s with trauma specialty that exists within the EMS catchment system that was affected by the major incident? *

- Yes
- No
- Unknown

27.2.1. Please state the number of regional hospital/s with trauma specialty within the EMS catchment system that was affected by the major incident *

27.3. Are there any regional hospital/s without trauma specialty that exists within the EMS catchment system that was affected by the major incident? *

- Yes
- No
- Unknown

27.3.1. Please state the number of regional hospitals without trauma specialty within the EMS catchment system that was affected by the major incident *

27.4. Are there any local hospital/s without trauma specialty that exists within the EMS catchment system that was affected by the major incident? *

- Yes
- No
- Unknown

27.4.1. Please state the number of local hospitals without trauma specialty within the EMS catchment system that was affected by the major incident *

27.5. Are there any other type of hospital/s that exists within the EMS catchment system that was affected by the major incident? *

- Yes
- No
- Unknown

27.5.1. Please state the number of other type of hospitals within the EMS catchment system that was affected by the major incident *

27.5.2. Please specify what other type of hospital/s exist within the EMS catchment system that was affected by the major incident. *

27.6. Is there a pre-hospital triage system in use on a daily basis on a national level? *

- Yes
- No
- Unknown

27.6.1. Please specify which pre-hospital on-scene triage system/s are in use on a daily basis *

27.7. Is a pre-hospital triage system in use on a daily basis on regional levels? *

- Yes
- Yes, but different triage systems exist in different regions
- No
- Unknown

27.7.1. Please specify which pre-hospital on-scene triage system/s are in use daily on regional levels *

27.8. Is a pre-hospital triage system in use for major incidents on a national level? *

- Yes
- No
- Unknown

27.8.1. Please specify which pre-hospital triage systems are in use for major incidents *

27.9. Is a pre-hospital triage system in use for major incidents on regional levels? *

- Yes
- Yes, but different triage systems exist in different regions
- No
- Unknown

27.9.1. Please specify which pre-hospital on-scene triage system/s for major incidents are in use on regional levels: *

27.10. Does the pre-hospital on-scene triage system for major incidents include direct tagging/labelling of patients? *

- Yes
- No
- Unknown
- N/A

27.10.1. If possible, please describe type of tagging

27.11. For those employees within the pre-hospital EMS system who are intended to work on-scene: is major incident training mandatory? *

Yes

No

Unknown

27.11.1. If possible, please describe type and frequency of training

27.12. Does the region have a major incident plan? *

Yes

No

Unknown

27.12.1. How often is the major incident plan tested? *

27.13. Is there an in-hospital major incident response plan for each hospital receiving patients? *

Yes

No

Unknown

27.14. Is there a regional major incident response plan incorporating all emergency services within the area that the the major incident occurred? *

Yes

No

Unknown

Additional files upload (OPTIONAL)

Please upload the previously downloaded files with your own data.

28.1. Upload time of events document (Download document [click here](#)). Optional.

28.2. Upload flow chart of patient surge document (Download document [click here](#)). Optional.

Finished!

That's it! All you have to do now is hit the submit button to send us your reported data. When submitting the form an e-mail with details on your submission will go out to the e-mail address as provided in the form. Thank you for your interest and contribution!

Please sign me up for your newsletter

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