|  | **Event Report Form**Thank you, in advance, for sharing information about an event occurring within your organization.NHA will use this information to create and post an Event Report in its OpEx online tool.Please provide as much information as possible to describe the event. **IMPORTANT NOTES** 1) All identifying information in Fields 1 and 2 and in the text description fields will be redacted prior to posting.2) The contact information in Field 2 will *only* be used should an administrator need to contact the submitter with follow-up questions; contact information will not be published.***Save the completed form and email as an attachment to: Jim Miller, NHA technical consultant: ljmiller-sec@epbfi.com*** | Date of Report:   |
| --- | --- | --- |
|  |  |  |
| 1) Submitting Organization: | 2) Name of Preparer, Phone & Email: | 3) Report Number (OE Internal Use): |
|  |  |  |
| 4) Date & Time of Event:Enter the start date and time of the event. | 5) Duration of Event: Provide the total duration of the event in the fields below.  | 6) Functional Area:Mark the functional area that best fits the event. | 7) Functional Area Subclass:If report is safety related, please mark the appropriate subclass: |
|  | Minutes |  | Environmental |[ ]  Dam |[ ]
|  | Hours |  | Maintenance |[ ]  Employee |[ ]
|  | Days |  | Operations |[ ]  Public |[ ]
|  | Months |  | Safety |[ ]   |
|  |  |  |  |  |  |
|  8) Classification  |  9) Impact of Event: Enter the impact of the event in the box below.For example: Equipment Damage, Death, Fire, Flooding, Forced Outage, Injury, Misoperation, Release to Environment, Unplanned Release of Water.  | 10) Human Performance: Was the event the result of inappropriate actions? |
| Minor |[ ]    | Yes |[ ]
| Significant |[ ]   | No  | [ ]  |
| Severe  |[ ]   |  |  |
| **PART I** |
| **REPORT OF EVENTS** |
|  |
| 1 | **DESCRIPTION OF EVENT** (For the event, what equipment or system(s) were involved and where did it occur, what work or activity was being done, what was the result, what or how did the event start or how was it found, and any other information you believe needs to be included. Use additional space or pages as needed.  |
|  |  |
| 2 | **ACTIONS TAKEN** (Include any actions taken to restore equipment to service. Use additional space or pages as needed.) |
|  |  |
| **PART II** |
| **CAUSE ANALYSIS** |
|  |
| 1 | **Analysis Method & Findings** (The cause analysis is the methodology that provides a systematic approach to evaluating root causes, causal factors and contributing factors leading to the event. Use additional space or pages as needed).  |
|  |  |
|  |
| **PART III****CORRECTIVE ACTION PLAN** |
| 1 | **CORRECTIVE ACTIONS** (Provide list of corrective actions taken to prevent reoccurrence. Indicate here if further investigation is necessary. Use additional space or pages as needed.  |
|  |   |
| 2 | **SEQUENCE & COMPLETION DATES FOR ACTION LISTED**  |
|  |   |
|  |  |
|  |  |
| **PART IV** **LESSONS LEARNED & RECOMMENDATIONS** |
|  1  |  **LESSONS LEARNED** |
|  |  |
| 2  | **RECOMMENDATIONS** |
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