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|  | **Incident No.:** | **#226-902** |

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| **Basic Details of the Incident** | | | |
| Date of Incident: | 03-Jan-2018 | Date of Report: | 04-Jan-2018 |
| Place of Incident: | Main HQ building, South-East corner; 1070 Oak Drive, Los-Angeles CA, USA | | |
| Recorded By: | Frank Musantry Jr. | | |
| Role of Recorder: | On-site structural Engineer, head of the safety division | | |
| Approved By: | <Name> | Date of Approval: | 05-Jan-2018 |

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| **Involved in the Incident** | | | |
| **Name** | **Role** | **Division** | **E-Mail** |
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| **Witnessed the Incident** | | | |
| **Name** | **Role** | **Division** | **E-Mail** |
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| **Structure Incident Details** |
| At 9:53 AM of the date in question, a **5.2** Richter scale earthquake was reported by the seismology institute of California. Upon hearing the report, the recorder of this incident (Frank Musantry Jr.) initiated a visual inspection of the HQ building which is approximately 8.3 miles from the center of the earthquake. The safety inspectors of the organization were asked to examine all the external walls of the building, and report back their findings. The inspector in charge of the South wall (Roy O’Bannon) discovered a crack in the wall, approximately 4.7 inches in width which extended from the base of the wall up to the second (and last) floor of the building. The inspector immediately reported this to the recorder of this incident, who initiated protocol #QA-201B which states that any damage to the infrastructure of the building demands an immediate evacuation of it. The evacuation was completed in 22 minutes, and the building was empty of all employees by 11:19 AM. Furthermore the municipality was made aware of the damage, and they concurred with the decision to evacuate the building. |

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| **Recommendations** |
| Repairing the damage to the building is imperative, and should take 1 week to complete and receive the approval of the municipality to use it again. The cost of $30,000 will be covered by the insurance policy. During this time the employees should work from home. |

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| **Actions Planned as a Result of the Incident** | | | |
| **Sr. No.** | **Action** | **To be Implemented by** | **Due Date** |
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| **Actions Approved by** | | | | |
| **Name** | **Signature** | **Role** | **Division** | **E-Mail** |
| Caitlin Sutton |  | COO | Management | ITeale@example.com |