

Disaster Incidents Records Form

Type of Disaster Incident(s): *E.g. Flood*

***N.B Please note that any pictures of the disaster incident(s) if available, need to be attached to the form***

<b>Name of Business and telephone number</b>	<b>Sector</b>	<b>Source of the incident</b>	<b>Cause of incident(s)</b> <i>(State any hazards that may have trigger the incident(s))</i>	<b>Specify the affected area(s)</b>	<b>Consequence of the incident(s) to the property/business</b>	<b>Any Additional Remarks</b>
<i>E.g Hotel (x)</i>	<i>E.g Tourism</i>	<i>E.g. Main Road</i>	<i>E.g. Clogged Public road drains</i>	<i>E.g entire parking area including entrance to the property or guestrooms if guest rooms specify total rooms affected + Room Numbers</i>	<i>E.g Clients cannot use parking area/ entrance road blocked/ guestrooms have to be closed down because of .....etc....</i>	