

fountain quick reference

If you witness an incident...

If you witness an incident, submit a *First Report of Incident (First Report)*. On the First Report, enter basic information about the incident. After you submit the First Report, Fountain – Incident Tracking automatically sends an email to the proper people to tell them that an incident has occurred.

Submit a First Report

- 1 On the [Track](#) menu, click [Add First Report](#).
- 2 In each field, enter as much information as possible about the incident.
- 3 Click [Submit](#).

After you submit a First Report, the application automatically sends an email to other people, to tell them that an incident has occurred. Those people will collect more information.

The screenshot shows the 'FIRST REPORT OF INCIDENT' form in the IMPACT/Enterprise software. The form is titled 'FIRST REPORT OF INCIDENT' and includes the following fields and sections:

- Responsible Dept/Unit:** A dropdown menu.
- Short Description:** A text input field with a warning icon.
- Responsible Supervisor:** A dropdown menu.
- Where did the incident occur?:**
 - Location:** A dropdown menu with 'NONE' selected.
 - Specific Location:** A text input field.
- When did the incident occur?:**
 - Date Occurred (mm/dd/yyyy):** A date picker showing 12/00 AM.
 - Date Reported (mm/dd/yyyy):** A date picker showing 05/04/2006 04:48 PM.
- Enter a full description of the Incident:**
 - Incident Description:** A large text area with a warning icon and a 'More' button.
 - Immediate Corrective Actions Taken:** A text input field with a 'More' button.
- Enter Description of Incident:**
 - Event Type:** A dropdown menu with 'Drills/Exercises' selected.
 - Drills/Exercises:** A list of checkboxes:
 - Emergency Response Drill
 - Hydrocarbon Release (Oil Spill) Drill
 - Other Drill
 - Rescue Drill
 - System Test or Demo
- Submit:** A button at the bottom left.