

### **3.1.2 Incident Management Documentation**

The NiSource Incident Commander ensures the completion of the incident management documentation process. Contact the local Damage Prevention Coordinator, as needed.

Written and photographic documentation are necessary for the following reasons.

- Documents conditions at the scene of the event.
- Compiles documentation to support statements, conclusions, and reports.
- Helps to recall observations at a later date.

Additional guidance for photographic documentation is included in Section 7, Appendix C.

### **3.1.3 Emergency Response Event Log**

Form 3.1 “Emergency Response Event Sign-In Sheet” is used to maintain an inventory of employees/contract partners on site during an emergency incident. Note that either Form 3.1 “Emergency Response Event Sign-In Sheet” or Form 3.2C “Employee Roster” may be used for Incident Management regarding an outage.

### **3.1.4 Incident Management Responsibilities**

Specific management tasks by type of incident are provided in the following Management sections. Responsibility Assignment Sheets found after the narrative in each Management section should be used to assign responsibilities to specific employees. Those Responsibility Assignment Sheets are labeled by the following designations:

Form RAS 3.2	Responsibility Assignment Sheet – Outage
Form RAS 3.3	Responsibility Assignment Sheet – Line Break
Form RAS 3.4	Responsibility Assignment Sheet - Fire
Form RAS 3.5	Responsibility Assignment Sheet - Explosion
Form RAS 3.6	Responsibility Assignment Sheet - Odor Over Large Area
Form RAS 3.7	Responsibility Assignment Sheet - Natural Disasters
Form RAS 3.8	Responsibility Assignment Sheet - Low Pressure
Form RAS 3.9	Responsibility Assignment Sheet - Over Pressure
Form RAS 3.10	Responsibility Assignment Sheet - Civil Disturbance
Form RAS 3.11	Responsibility Assignment Sheet - Security

## EMERGENCY RESPONSE EVENT SIGN-IN SHEET

<b>Event:</b>	<b>Date:</b>
<b>Incident Commander:</b>	<b>Place/Room:</b>

Name	Title	Company	Phone	Arrival Time	Departure Time