

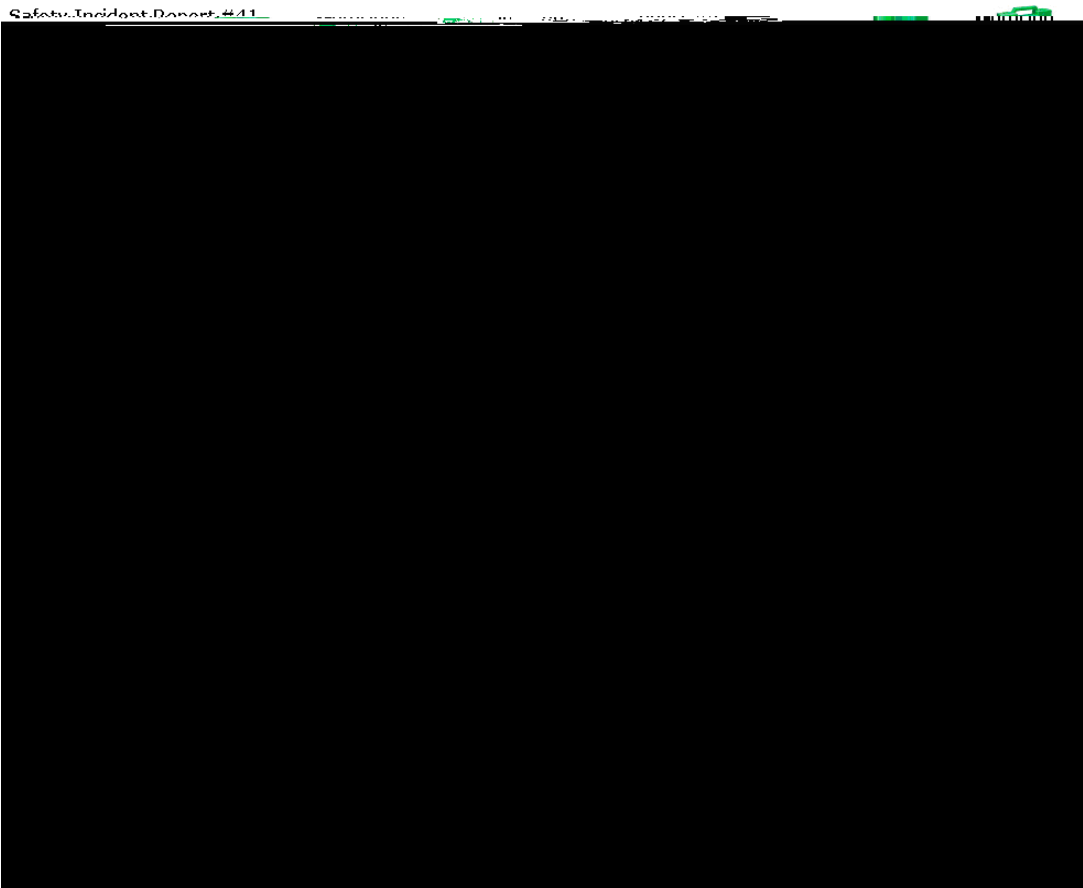




4. Complete the Incident Report form

- a. The **C** <sup>1</sup> **l** **e** and **nc-den** **l** **e** fields are mandatory
- b. It is important that you record the **Age** and **Con c De** **l**





5. Once the HSA has saved their response then a tick will appear in the 'Advisor Responded?' column to show that a response has been made:

Admin Comments	Date	Status	Allocated To	Advisor Responded?	Advisor Comments
contacted Ask Security to check paving...	22/02/2008	ALLOCATED	Michele	<input checked="" type="checkbox"/>	I have contacted border force area and con...

6. The HS Administrator can carry on adding comments for the HSA to respond to until the incident has been completed.

