



# Incident Tracking

When an incident occurs in your property you need to respond swiftly, capture important responder and event details, maintain accurate historical records and generate reports for risk assessment and liability protection.

INCIDENTS Search Incidents									
<input type="button" value="New Incident"/> <input type="button" value="Help"/>									
Default View <input type="button" value="Save View"/> <input type="button" value="Download Report"/> <input type="button" value="Print"/>									
Alert	Request #	Occurred	Property	Type	Status	Location	Insurance	Details	
<input type="checkbox"/>		187842616	09/18/2012	700 West Thames Street	Criminal Activity, Trespass ...	New	Ste 320	<input checked="" type="checkbox"/>	Someone entered the building, broke into T
<input type="checkbox"/>	<input type="checkbox"/>	153354614	09/13/2013	700 West Thames Street	Bodily Injury to Tenant/Visito...	Open	Lobby	<input checked="" type="checkbox"/>	description
<input type="checkbox"/>		149583769	12/07/2012	700 West Thames Street	Fire Alarm	New	lobby	<input checked="" type="checkbox"/>	vagrant pulled alarm

Building Engines Incident equips you with the tools you need to efficiently gather the right information and respond to the unexpected situations that happen in every building. Manage building incidents in real-time and capture and provide critical information to key personnel when it matters most with Building Engines' industry leading iPhone, iPad, Android and Blackberry App, BE-Mobile.

## Manage New Incidents

**INCIDENTS Criminal Activity, Trespass etc #187842616**   1 of 3

**Building:** 700 West Thames Street **Date Created:** 09/18/2012 02:41 PM **Created By:** Janet Bradley  
**Address:** 114 **Location:** 9th Floor **Reporting Officer:** Ben Murray  
**Details:** Tenant Wilson Smith, LLC  
 Someone entered the building, broke into lobby and stole three laptops

**Persons (1):**

Details	Type	Gender	Phone
<input type="checkbox"/> Name: Sandra Hill Saw a man peeing the scene with a bag	Witness	F	781.214.0546

**Documents (2):**

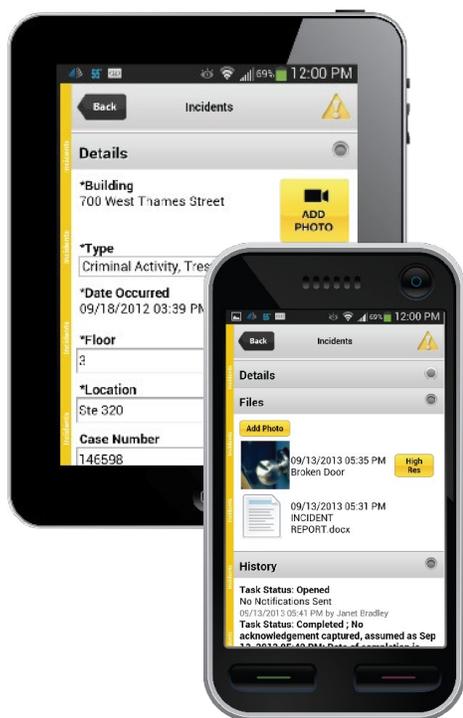
**History:** Last Activity: 09/18/2012 02:41 PM

Date/Time	Details	Added by	Status
09/18/2012 05:38 PM	Added Document: Broken Door Uploaded document with filename Broken Door.jpg	Janet Bradley	OPEN
09/18/2012 05:32 PM	Event Changed to Perry: Sandra Hill	Janet Bradley	OPEN
09/18/2012 05:31 PM	Name Changed to Perry: Sandra Hill	Janet Bradley	OPEN

- ▶ Capture critical incident details, dates, location and contacts
- ▶ Select from common incident types to save time
- ▶ Track incident status from data gathering stage through resolution
- ▶ Record police and emergency services information
- ▶ Track insurance carrier notifications
- ▶ Set escalation workflows for incidents requiring review or edits from supervisors, senior management as well as outside Insurance or Risk Management Consultants



# Incident Tracking



## Respond Instantly with BE-Mobile

- ▶ Create a new Incident from any mobile device or platform
- ▶ Easily send incident related messages to pre-defined recipient groups as soon as an incident occurs
- ▶ Capture incident data from anywhere in your building- even when offline and in areas of little or no service
- ▶ Utilize smart phone features such as attaching photos to capture important incident details

## Did You Know?

Automating the incident tracking and reporting process avoids the primary causes of liability exposure, such as poor initial information gathering, a lack of timely communication, and the inability to show a pattern of proactive measures.

## Reduce Liability Exposure

- ▶ Easily search and view historical incidents by type, building, or date
- ▶ Download branded incident reports
- ▶ Maintain all historical incident data in a single, online database for easy retrieval when you need it

**Northland Group**  
Commercial Real Estate

Incident for  
700 West Thames Street

Incident#: 187842616  
Status: OPEN  
700 West Thames Street  
New York, NY 10006

Date Occurred: 09/18/2012  
Type: Criminal Activity, Trespass etc.  
Location: 3 / Ste 320

**Narrative**  
Someone entered the building, broke into tenant 320 and stole three laptops (tenant: Wilson Smith, LLC)

**Files**

Name	Type	Gender	Height	Weight	Race	Hair	Eyes
Sandra Hill	Witness	F	55"			Brown	Green

**History**

Date	User	Details
09/13/2013 5:41 PM	Bradley, Janet	Someone entered the building, broke into tenant 320 and stole three laptops (tenant: Wilson Smith, LLC)
09/13/2013 5:11 PM	Bradley, Janet	Added Document: Incident Report
09/13/2013 5:10 PM	Bradley, Janet	Uploaded document with filename INCIDENT REPORT.docx
09/13/2013 5:10 PM	Bradley, Janet	Added Photo: Broken Door
09/13/2013 5:10 PM	Bradley, Janet	Added Document: Broken Door
09/13/2013 5:09 PM	Bradley, Janet	Task Status: Completed; No acknowledgment captured, assumed as Sep 13, 2013 05:43 PM. Date of completion is Sep 13, 2013 05:43 PM
09/13/2013 5:09 PM	Bradley, Janet	Task Status: Opened

For a Demonstration of Building Engines' Incident Tracking, call and ask for sales at 866.301.5300

buildingengines.com | 866.301.5300 | info@buildingengines.com

