
Incident Management

Log book

‘If its not written down, it didn’t happen’

This book is provided to help you. Note: your recorded decisions, actions and the rationale behind them will help keep track of the incident and will also act as your evidence to justify your decisions.

The Log is a legal document and cannot be shared outside of the Incident Coordination Centre (ICC). The EPRR Team have the legal responsibility for keeping logs which have a very long retention period.

How to complete this log book

What to Record

You will need to record information on all the communications and decisions you make, including the rationale and any actions linked to that decision.

Note: You are responsible for ensuring decisions, actions and rationale are correctly logged. An allocated loggist may support you, it is your responsibility to ensure key information is recorded.

The rationale for recording decisions separately is:

- It provides an immediate, contemporaneous accurate record.
- It enables easy access to decisions made.
- It enables effective handover to colleagues with immediate access to decisions made.
- It provides an accurate record of the event for any subsequent proceedings whether Criminal or Public Inquiry.
- It may identify lessons to influence decision making in future events.

You will need to record the following information:

- Decisions made and the reason for the decision. This will include why a decision or course of action was taken or not taken.
- Known Information available at the time the decision was made.
- Any Actions undertaken.
- Progress of any actions.

Do Best Practice

- Keep the log factual
- Write legibly in black biro.
- Write the date in full (e.g. 23/09/2022)
- Write the time by a 24 hour clock (13:59, 03:59).
- Rule out unused space in the log:
- Keep any receipts, papers, messages, emails which are referred to in the log.
- Start each entry with the subject, e.g. SWAST update, Police update.
- Make entries in the order YOU receive the information.

Don't

- Ever remove a page from the log for any reason
- Write over a ruled line.
- Use corrective fluids or rubbers as any mistakes need to still be read after being ruled through and initialed.

Issuing Agency / Organisation	Book number

Date Book Started	Continued from Book no. (if applicable)

Role e.g. Duty Officer, Silver Officer, Response team member

Incident (Type and location)

Details of the post holder / book owner to be recorded below. If a loggist is supporting you to complete this log book, they should also record their details and initial the entries they make.

Post Holder / Book Owner	Signature	Initial
Post Holder / Book Owner	Signature	Initial
Post Holder / Book Owner	Signature	Initial

Making Corrections

Mistakes noticed at the time of writing should be ruled through with a single line, initialed and the correct words added after the mistake.

Corrections can also be made at the end of a shift when checking the log through. They should be clearly marked with a number (number goes next to the correction on the subsequent page and next to the mistake) write this in red ink so it is clear. You should also initial the number and change added in.

Date	Time (24hr)	I = Info A = Action	Situation/Information	From/Org	Decision / Action / Rationale	Action/Owner	Action Number	Review/Complete

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Information IN

METHANE—Share Situational Awareness

M	Major Incident declared?
E	Exact location
T	Type of incident
H	Hazards present or suspected
A	Access—Routes that are safe to use
N	Number, type, severity of casualties
E	Emergency services present and those required

'Emergency Response & Recovery Guidance—A comprehensive record should be kept of all events, decisions, reasoning behind key decisions and actions taken'.

Once completed or the incident closed, you will need to keep this book (along with any others completed) in a secure location. Inquiries can take place several years after an incident, therefore your records should be kept for a minimum of seven years.

This log was completed on:	This log continues in Book no.
<input type="text"/>	<input type="text"/>

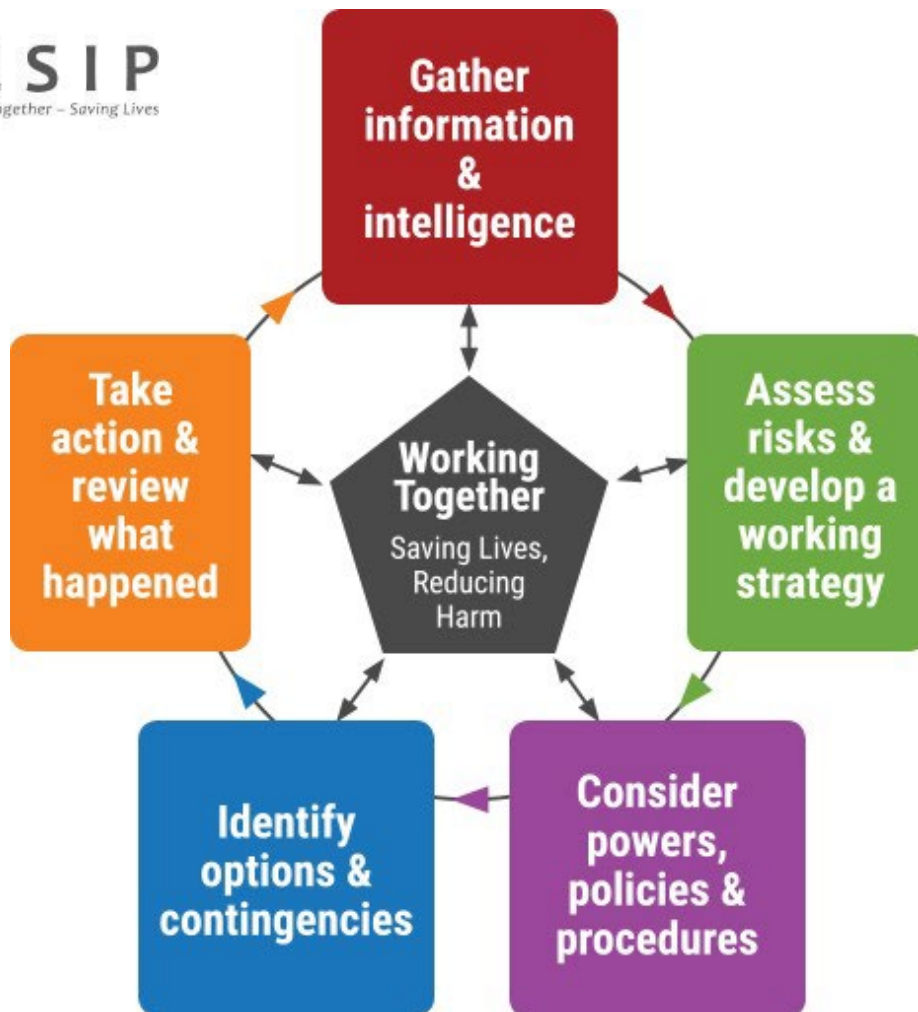
Information OUT

IIMARCH- Briefing Mnemonic

IIMARCH - Briefing Mnemonic

I	Information. What has happened, What is the current situation.
I	Intention. Why are we here, what are we trying to achieve?
M	Method. How are we going to do it? Tasks, Composition of teams, Key locations.
A	Administration. What is required for effective, efficient and safe implementation? Maintain timed logs, casualty documentation being used. Record staff and assets on scene.
R	Risk. What are the relevant risks, and what measures are required to mitigate them? Where and what specialist PPE is required
C	Communication. How are we going to initiate and maintain communications with all partners and interested parties? How is the IIMARCH communicated to staff involved in the response
H	Humanitarian Issues What humanitarian assistance and human rights issues arise or may arise from this event and the response to it?

The Joint Decision Model (JDM)



Situation: what is happening, what are the impacts, what are the risks, what might happen and what is being done about it? Situational awareness is having an appropriate knowledge of these factors.

Direction: what end state is desired, what are the aims and objectives of the emergency response and what overarching values and priorities will inform and guide this?

Action: what needs to be decided and what needs to be done to resolve the situation and achieve the desired end state?

The JDM above helps develop these considerations and sets out the various stages of how joint decisions should be reached.

Use your judgement and experience in deciding what additional questions to ask and what considerations to take into account, to help you reach an individual or jointly agreed decision.

You are free to interpret the JDM for yourself according to the circumstances facing you at any given time.

Strict adherence to the stepped process outlined in the JDM should always be secondary to achieving desired outcomes, particularly in time sensitive situations.