

**EMERGENCY PROCEDURES -  
INCIDENT LOG SHEET OF TELEPHONE CALLS (Form A4)**  
*(Record key information as it is received/given - photocopy for additional sheets)*

NAME .....

DATE.....

Nature of incident .....

SHEET No .....

Time	Name	Information	Action Required	Done (tick)
	From  / To			<input type="checkbox"/>
	From  / To			<input type="checkbox"/>
	From  / To			<input type="checkbox"/>
	From  / To			<input type="checkbox"/>
	From  / To			<input type="checkbox"/>
	From  / To			<input type="checkbox"/>

*(Keep all records with visit details in main office file, in case of later investigation)*

**EMERGENCY PROCEDURES – DECISION LOG**

Record all significant decisions, noting the factors that were taken into account when making them.

Record who was tasked, with what actions and when - as a result of the decisions taken.

*(Photocopy for additional sheets - keep all records with visit details in main office file, in case of later investigation)*

<b>Date and Time</b>	
<b>Issue requiring decision</b>	
<b>Options identified</b>	
<b>Decision taken and reason why</b>	
<b>Who tasked and when</b>	
<b>Signed by</b>	

**EMERGENCY PROCEDURES – ACTION PLAN**

Date:

Time:

<b>What has happened?</b> (Situation report)	
<b>What is going to happen?</b> (events, meetings, key decision points, and deadlines)	
<b>What needs to happen?</b> (action to be taken, who by?)	