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| **Classification when complete** |  |
| **Name of the Person completing this log** | **Print Name** | **Signature** | **Time** | **Date** |
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| **Date and Time commenced** |  |
| **Incident numbers** |  |
| **Location of Incident** |  |
| **Incident/event** |  |

Please enter the names, roles and organisation of all those commanders who have entries made in this log. *(More rows can be added to the table below)* They must sign their own signature, adding the date and time.

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| **Print name** | **Role** | **Organisation** | **Signature** | **Initial** | **Time** | **Date** |
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| **Decision Log Number** | **Decision - Date and Time of Decision** |
| **1. Identify situation & gather information**What is your understanding of what has happened?What do we know so far?What might happen? |  |
| **2. Assess threats & risks**Do I need to take action immediately?Do I need to seek more information?Where can I get it from?What could go wrong? |  |
| **3. Policies & Procedure**Which ones have I taken into account |  |
| **4. Options & Considerations**What options are open to me?Consider immediacy of any risk/threat, limits of information etc.? |  |
| **5. Decision & Rationale**Decision controls- why are we doing this?What do we think will happen?Do we have a common understanding and position on;* Situation
* Available information
* Terminology
* Working practices
* Conclusions

Is the benefit proportional to the risk? |  |
| **6. Review of Decision - Time and result** |  |
| **Names of People Making Decision** |  |
| **Name of Person Recording Decision** |  |