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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** |  |