

**Major Incident Structured De-brief Questionnaire**

The aim of this questionnaire is to collate information from all members of the incident response team for inclusion in the final, structured de-brief report to the Executive Management Team and the Board of Trustees. The final de-brief report will be anonymised but will include a recommended Action Plan

You are asked to complete this form individually or, (with the approval of De-brief Facilitator,) collectively as a group where more than one person fulfilled a role over a period of time.

This is your opportunity to bring to our attention your opinions on how the Major Incident was managed so that we can benefit from your insight and learn lessons to improve our control of Major Incidents in the future.

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| **Personal details** |
| **Name:** | **Incident Command Role:** |
| **Telephone:****Email:** | **RHN role:** |

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| **Incident Command Role** |
| **What was your involvement in the incident/event/exercise?** |  |
| **Please describe your role** |  |

**Questionnaire**

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| **From the perspective of your role in the incident, what aspects went well and should be highlighted as good practice.****Highlight up to 3 areas which in your opinion were successful.** |

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| **From the perspective of your role in the incident, what aspects did not go as well as you expected them to and require further development?****Highlight up to 3 areas which in your opinion were successful.** |

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| **What is the most important lesson learned you have gained from this incident?** |
| **What 2 areas of knowledge, skills or abilities would you identify as important to someone fulfilling this role in future?** |
| **Please use this space to add any further comments you may have.** |

Thank you for taking the time to complete this questionnaire. It is very important for RHN to hear your views and to develop ways to improve as an organisation.