

**Major Incident Event Log**

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| **Date of event** |  |
| **Time event declared** |  |
| **Location of event** |  |
| **Description of event** |  |
| **Gold Commander**  |  |
| **Silver Commander**  |  |
| **Bronze Nurse**  |  | **Time appointed** |
| **Bronze Security & Transport** |  | **Time appointed** |
| **Bronze Communications** |  | **Time appointed** |
| **Bronze Evacuation or Invacuation** |  | **Time appointed** |
| **Bronze Doctor**  |  | **Time appointed** |
| **Book number** |  | **Total no. of books for this incident** |  |
| **Print name** | **Sample signature (Decision Maker)** | **Initials** |
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|  |  |  |
| **Print name** | **Sample signature (Loggist)** | **Initials** |
|  |  |  |
| **Time event stood down** |  |
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**Major Incident Event Log**

In the event of a Major Incident, maintaining accurate records and logs is paramount. The actions of those involved in handling a Major Incident often become the subject of intense scrutiny, so records are crucial in assisting with any examination of the facts.

Comprehensive and accurate record keeping also assists in identifying lessons to be learned and made more widely available for the benefit of those in the organisation who may be involved in future incidents.

Lessons that emerge will directly drive the planning processes of RHN, and improve the ability to respond in the future.

Records relating to any Major Incident must be recorded and retained, and signed and dated by the person making them. As far as is practicable, those records should be made at the time, whilst the matter to which they refer is fresh in the mind. Where a senior manager is responsible for making a key decision within the incident management process, is it essential that the decision, together with the range of options and the rationale behind the decision is recorded in this Log Book.

Where decisions or issues are recorded on portable recording machines, retention of the tapes or recording material must be a priority, and the information should be transcribed into a written form and retained with the relevant papers.

In the first instance, all original documents relating to the Major Incident, including original, contemporaneous personal notes, should be forwarded to the Head Of Patient Safety and Quality as soon as practicable after the Major Incident has been stood down.

Records of each Major Incident should be retained for a minimum of 25 years.

When the Command role is re-allocated during the Major Incident, a line should be ruled under the previous entry and signed by the out-going Command holder.

The names and times for each Command holder should be recorded on the front sheet.

Please use the 24 hour clock for all entries

**The following standards should be followed by all Loggists**

**N**

**O**

**Erasures**

**Leaves torn out**

**Blank spaces**

**Over-writing**

**Writing between lines**

**(record all) Statements in direct speech**

1. Use permanent ink
2. Add date and time for all Log entries
3. Date, time, place, people – indicate clearly who has given the information to be recorded and what action/decision has been agreed
4. Begin each log entry on a new line and ensure that there are no complete line gaps between entries
5. Detail who is chairing the meeting
6. Draw a table plan of who is attending
7. Only record facts – not assumptions
8. Use simple, non-agency specific language, avoiding jargon where possible
9. Record in long-hand without abbreviations or acronyms (unless they have been defined at first use)
10. Score through mistakes with a single line; do not erase or over-write, and bring any mistakes to the attention of the person for whom you are logging
11. Mistakes should be cross referenced in red ink to the corrected entry which should appear at the end of the Log for that meeting
12. The Commander and Loggist should date, time and initial the change
13. Reference any documents, including separate Decision Logs, faxes, emails, maps as exhibits in the Log (for example Ex 1, Ex 2, Ex 3)
14. Do not use arrows or dashes
15. All actions need to be clarified at the end of the meeting by the Chair for accuracy and understanding
16. The Chair and the Loggist should review the Log at the end of the meeting to agree content and any changes required

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**Major Incident Event Log**

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