**- Decisions and Actions Log Sheet**

 **(Please complete in permanent ink)**

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| **Name:** | **Incident Name:** |
| **Job Title:** | **Date:** |
| **Entry No** | **Time** **(24 hr)** | **Information Received** | **Who From?** | **What Actions Needed?** | **Time Action Completed** | **Completed by** |
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| **NB – This Log Sheet will form part of our evidence in the event of a major incident. Once completed, please****pass to Emergency Planning Team who will file with official Log Book.** | **Signed off:** | **Page of** |
| **Please photocopy if you require further copies and complete page numbers as appropriate.** |
| **Please use a new sheet for each new day of the incident.** | **Date:** |  |