**Appendix C – Action and Decision Log (Example)**   
**NOTE**: Preference should be given to using a Green Emergency Log-book.

You should already have at least one but please contact the Resilience Manager if you require more.

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| --- | --- | --- | --- |
| **ENTRY NO.** | **DATE**  **(DD/MM/YY** | **TIME**  **(HH:MM)** | **INFORMATION /MESSAGE** |
|  | 16/12/10 | 12:35 | The unit has been evacuated and service users and staff have all been accounted for. |
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| **FROM** | | **ACTION /DECISION TAKEN** | **MESSAGE RECEIVED BY:** | | **ENTERED INTO THE LOG BY:** |
| |  | | --- | | **NAME** | | **CONTACT DETAILS** | **NAME** | |  | | --- | | **TIME** |  |  | | --- | | **(HH:MM)** | | **INITIALS** |
| F. Bloggs | 01234  567 890 | Contacted Service  Manager to request  SitRep at 30 min intervals | John  Smith | 19:35 | PJL |
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