

### **14.4.1 Incident Review Implementation**

If an external review group is not formed, the Director will appoint members of staff who were not directly involved in the incident. They will carry out a review and present a report with their recommendations.

#### **Level 4 - 3**

After an incident with a response Level 4 and 3, the Co-coordinator in charge will submit a general report along with any relevant log sheets to the DMAT / Consultant O&M Manager. The DMAT / Consultant O&M Manager will study the report and inform the appropriate Head of Area of his findings. The Emergency Planning Manager will be informed of any changes which may be required. This Manager will ensure that these changes are made to the Plans.

#### **Level 2**

After an incident with a response level 2, a review shall be conducted to ensure that procedures in the general plan and the incident plans for that incident were correct and do not require any amendments. The Head of Section of the appropriate function will appoint members of staff who were not directly involved in the incident and they will assist the Emergency Planning Manager in the review. This review group will report back to the Head of Section and a report will be given to the DMAT'S. The Emergency Planning Manager will ensure that any changes required are made to the Plans.

#### **Level 1**

If the incident was a major one, Level 1, the Director may wish to invite an external review group from the Consultants to look into the lessons learned. A report with recommendations will be submitted from the external review group to the Director.

### **14.4.2 Incident Review Summary**

After any review the General Plan and Incident Plans shall be amended to take into account the recommendations of the review group, internal or external.

- a) Submit an internal report if the response level is 4 or 3
- b) Set up internal review group if the response level is 2 or 1
- c) Invite an external review group on instruction from the Director if the level is 4
- d) Start a review within three weeks
- e) Complete review and submit a review report within seven weeks of the Incident
- f) Amend the Contingency Plans where appropriate.

Also refer to Appendix F for typical procedure for notification of an incident.