

- f) Ensure any meetings are recorded and the notes circulated
- g) Consider the use of the agenda
- h) Confirm the lines of communication
- i) Co-ordinate Contractor's activities
- j) Prioritize activities
- k) Use Incident Plans
- l) Ensure that alternative services are being provided
- m) Form Rota
- n) Receive update from Incident Officer and disseminate the information
- o) Keep a log of actions taken and instructions received
- p) Re-assess the situation
- q) Update the DMAT / Consultant Duty Manager/Incident Manager

14.3.8 Head of Section

The Head of Section is the first point of contact for the Senior Staff of the DMAT. The notification of the incident will come from the Incident Manager.

The Head of Section will assess the event and categorize the level of incident. If the Head assesses that the level should be higher, he will instigate the escalation by informing the Director.

The Head of Section will carry out certain tasks which have been agreed with the Incident Manager until the Strategic Manager takes control.

- a) Assess the event
- b) Categorize the level of incident
- c) Inform the Director of the situation
- d) Recommend the setting up of the Strategic Incident Team or not
- e) Keep a log of actions taken and instructions received

14.3.9 Strategic Manager

The Strategic Manager will assess the situation from the information received from the Incident Manager. If the Strategic Manager agrees with the assessment he will form a Strategic Team as stated in the Strategic Team Plan.

14.4 Post Incident Review

After each incident there shall be a review of what decisions and actions were taken. In this way the procedures used during the incident can be assessed as to whether they gave appropriate guidance to the staff and whether the procedures have to be amended. It is recognized that certain decisions have to be made in the heat of the moment and that with hindsight some actions might be considered inappropriate. Therefore the purpose of the review is not to blame any individual or group if their actions were reasonable, considering the information received, or instructions issued or received. The purpose of the review is to allow lessons to be learned.

The review shall be carried out within one week of the incident or within a time frame specified by the DMAT after the incident and the report shall be submitted in a further four weeks.