

Any meetings of the Incident Team shall be recorded and notes will be circulated. If the incident is likely to last for more than one day and if the workforce will be working 24 hours a day, a Rota shall be set in place.

If the DMAT / Consultant Duty Manager or the Incident Leader is not in post he shall be kept informed of the current situation of the incident. The Co-coordinator will continually re-assess the level of incident

The DMAT / Consultant Duty Manager will be aware of a level 4 incident but if this senior manager thinks that a higher response is required, this manager can instigate the next level.

- a) Assess the information / situation
- b) Inform DMAT / Consultant Duty Manager/Incident Leader
- c) Establish Contractor's Incident Team with membership appropriate to magnitude and type of incident
- d) Set tasks for the Team
- e) Confirm the lines of communication
- f) Use Incident Plans
- g) Form Rota
- h) Receive update from Incident Officer and disseminate the information
- i) Ensure any meetings are recorded and the notes circulated
- j) Consider the use of the agenda
- k) Re-assess the situation
- l) Keep a log of actions taken and instructions received
- m) Pass any media linked issues to the Incident Leader
- n) Update the DMAT / Consultant Duty Manager / Incident Leader

#### **14.3.5 DMAT / Consultant Duty Manager**

The Duty Manager is the first point of contact representing the DMAT / Consultant supervision team. The notification of the incident will come primarily from the Incident Co-coordinator but notification can be received directly from an employee. The Duty Manager has to ensure that the Duty Manager is aware of the situation.

The Duty Manager will assess the event and categorize the level of incident and inform his line manager or the DMAT / Consultant Contract Manager. Of course, the Duty Manager can be the Contract Manager.

The Duty Manager will carry out certain tasks which have been agreed with the Contract Manager until the Incident Leader takes control. The Contract Manager will nominate the Incident Leader.

- a) Assess the event
- b) Categorize the level of incident
- c) Ensure that the contractor is aware of the situation
- d) Contact the DMAT / Consultant Contract Manager
- e) Nominate the Incident Leader (by the Contract Manager)
- f) Carry out certain tasks which have been agreed
- g) Keep a log of actions taken and instructions received
- h) Take control until Incident Leader takes over

#### **14.3.6 Incident Leader**

The Incident Leader will assess the situation from the information received from the DMAT / Consultant Duty Manager. The Leader will form a Project Incident Team with