

## MAJOR INCIDENT RESPONSE LOG FORM

The welfare manager/supervisor should try to ensure that the following information is noted as soon as possible, together with any other useful information about how the welfare service has responded.

Date & time when notified of major incident \_\_\_\_\_

Alerted by whom \_\_\_\_\_

Time when action taken by welfare manager/supervisor \_\_\_\_\_

Action taken (tick) -

- The welfare team was asked to evacuate the welfare tent and relocate.
- The welfare team was put on standby to receive enquiries relating to the Incident

Information provided about the incident by organisers/security/police for welfare team ONLY:

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Information provided about the incident by organisers/security/police for welfare team to distribute:

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Time when first enquiries were received from the public regarding the incident

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Other Activities: