

St Cuthbert Out Parish Emergency Plan DRAFT 3

Appendix Five – Logging Sheet Template

During an emergency, information about actions taken by the community will be captured using notebooks and logging sheets (see next page for print version)

It's important to record the date, time and the name of the person making the note (usually by initials).

If you are keeping a log for a place of safety, or otherwise indoors, the logging sheets are useful if you have a clipboard. If you're roving, or monitoring several places, a notebook is more practical, but each entry must include the above information.

It can be useful to separate entries with a line drawn across the page. Ideally, notebooks should be bound, and you should only tear out pages from the back.

Once you have started a log, try and make an hourly note even if nothing new is happening.

Events and actions may also be recorded using phone cameras, but this should be in support of written records, not instead of them.

Logging Sheet

Place/Area/Role.....

Date	Time	Information/ Decision/ Action	initials