



PENALLT COMMUNITY EMERGENCY PLAN

COMMUNITY EMERGENCY INCIDENT LOG

Record information, decisions, actions and handovers during an incident.

REFERENCE	CEP-LOG-01	CLASSIFICATION	OPERATIONAL - RESTRICTED WHEN COMPLETED
VERSION	0.1	STATUS	Draft for operational review
ISSUED	12 July 2026	REVIEW	July 2027 or after activation/exercise

Use factual, timed entries. Record the minimum personal information necessary. Completed logs must be secured and access limited.

HOW TO USE THE LOG

- Start the log at Standby or Activate - earlier if decisions, welfare contact or volunteer tasking have begun.
- Write entries in time order. Record the source, what is known, what remains uncertain, the decision or action, who owns it and the outcome.
- Use 24-hour time. If correcting a handwritten entry, draw one line through the error, add the correction and initial it; do not erase the original.
- Record official reference numbers, volunteer check-in/check-out and the time of handovers or status changes.
- Do not include unnecessary medical, safeguarding or personal details. Use a separate restricted welfare form where more detail is essential.
- Number continuation pages and secure the completed log with the incident records.

INCIDENT DETAILS

INCIDENT TITLE / REFERENCE		HAZARD / ACTION CARD	
START DATE / TIME		LOCATION(S)	
COMMUNITY EMERGENCY COORDINATOR		LOG KEEPER	
INITIAL STATUS	Monitor / Standby / Activate	OFFICIAL REFERENCE NUMBERS	
NEXT BRIEFING / HANDOVER		LOG PAGE SET	Page ____ of ____

INITIAL BRIEFING - CONFIRMED PICTURE

What has happened / where	Immediate life-safety issues	What is confirmed / uncertain	Support required now

INCIDENT LOG - CONTINUATION PAGE 1

Incident ref:		Date:		Log keeper:		
No.	Time	Source / contact	Information / situation update	Decision / action	Owner / due	Outcome / reference
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Handover / page closed by: _____ Time: _____ Next page: _____

INCIDENT LOG - CONTINUATION PAGE 2

Incident ref:		Date:		Log keeper:		
No.	Time	Source / contact	Information / situation update	Decision / action	Owner / due	Outcome / reference
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Handover / page closed by: _____ Time: _____ Next page: _____

INCIDENT LOG - CONTINUATION PAGE 3

Incident ref:		Date:		Log keeper:		
No.	Time	Source / contact	Information / situation update	Decision / action	Owner / due	Outcome / reference
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						

Handover / page closed by: _____ Time: _____ Next page: _____