

Date: \_\_\_\_\_ Time: \_\_\_\_\_

- Description of Incident

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- What actions worked to resolve incident?

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- What actions did not work?

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- What can be improved?

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- Policy or procedure questions?

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- Was the incident preventable? Why or Why not?

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- Have other staff and centre managers within organisation been briefed on the incident, step taken and recommendation for the future?

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- Have staff and all persons connected with centre been informed on what to say to public and media?

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