



## DSO 05/2015 – Annex A

### Reporting template

	Details
Location of incident	
Date of incident	
Time incident commenced / notified	
Type of Incident	
Summary of Incident	
Immediate actions taken	
Emergency services in attendance	
Mutual aid requested	
Command suite opened	
Key notifications undertaken (including time of notification)	
Key impact on centre	
IMB on site	
Press in attendance	
Planned frequency of updates	