

OFFICIAL

**1.1 INFORMATION REPORT**

On receiving the initial call, get as much of the following information as you can (Priority to **shaded boxes** below):

<b>A. Major Incident Declaration</b>	Yes / No	Time declared	Lead Agency	
<b>B. Location</b> (Where?)				
<b>C. Nature of Emergency</b> (What has happened?)				
<b>D. Affected Area</b> Scale or extent of affected area				
<b>E. Time</b> (When did it happen?)				
<b>F. Wind Direction</b> obtainable from the Met Office	Blowing from:	Blowing to:	Wind Speed:	
<b>G. Casualties</b> How many & where are they?				
<b>H. Locations</b> access routes				
<b>I. Locations</b> of Forward Control Point / Tactical Coord Group / Strategic Coord Group	FCP	TCG	SCG	
<b>J. Evacuation</b> (Has evacuation taken place, where are the evacuees? How many people involved? If not, is evacuation likely?)	Is Evacuation in progress?	Is Evacuation likely?	Estimated evacuees	Location of evacuees
<b>K. Warning and Informing</b> (Contact SCC / District & Borough Comms staff. Confirm which agency is leading on providing messages to the Media?)	SCC Comms		District / Borough Comms	
<b>K. Informant</b> If information received from a 3 <sup>rd</sup> party, have you validated it?	Contact name	Organisation	Time	Contact details
<b>L. Any other relevant information</b>				
<b>M. Follow Action Card for JEPU Duty Officer</b>				