Contents

Testing BlueSpice Features

Contents

4.1 Logging principles 3
4.2 Principles of staff work 3

4.1. Logging principles

Within emergency and crisis management, all relevant information must be logged in an audit-proof manner. The Logging role is responsible for this. Every member of the staff has the right to have entries made in the minutes. The protocol must take the following content into account:

- current recorder and any changes
- presence and absence of people in the staff room
- relevant events as well as incoming and outgoing messages with time stamp
- staff decisions and their reasons with a time stamp
- work orders and their execution with time stamp
- logging can be done electronically or in paper form
- principles for the presentation of the situation

The situation report must be presented and regularly updated for the entire duration of the emergency or crisis. This can be done using the templates for the presentation of the situation (see 10.2 Applicable documents). The role of visualization is responsible for this. The situation report must take into account the following:

- known facts about the event
- any measures taken so far and their effectiveness
- incoming messages
- overview of the damaging event
- time beam
- overview of all tasks with status and prioritization (task management)
- staffing (e.g. with a shift plan)

4.2. Principles of staff work

After establishing the ability to work, the staff begins with staff work. The staff work should follow the management cycle described in this chapter using the FOR-DEC method.