

DSC Decision Log (Sample and Template)

For both proactive (preparedness) and reactive (incident response) contexts:

[illegible]

How to Use This Template

- 🌀 Log Ref: Sequential reference number (e.g. D001, D002...)
- 🌀 Date / Time: When the decision was made
- 🌀 Decision Maker(s): Names and roles of those involved
- 🌀 Decision Summary: Short description of the decision
- 🌀 Trigger / Situation: What prompted the decision (e.g. threat, report, weather update)
- 🌀 Options Considered: Alternatives that were discussed
- 🌀 Rationale for Decision: Why the decision was chosen
- 🌀 Actions Taken: What was implemented as a result
- 🌀 Status: “Active”, “Closed”, “Escalated”, etc.
- 🌀 Next Review / Update: When to reassess or update the log

Optional Fields You Can Add

- Supporting Documentation / Evidence / Other Attachments
 - Person Notified / Informed
 - Link to Risk Register or Risk Assessments (including any Dynamic Risk Assessments)