RiskIntel_™ Immediate Response Checklist

In the event of an unexpected incident or disaster which might cause significant harm to a business, it is important to have a strategy in place to address the unexpected scenario and ensure the continuity of a business.

As a critical component of a business' incident response plan, an immediate response checklist outlines initial actions to be taken following an incident and ensures that a business is well-prepared to respond to an incident efficiently.

This checklist should be customized to an organization's needs and should include the following elements outlined in the template below.

Actions taken	Details
Business continuity plan activated	
Assessed severity of incident	
Premises evacuated (if necessary)	
Staff located and accounted for	
Personnel briefed on incident	
Contacted emergency services	
Initiated event log	
Activated incident response team, roles, and responsibilities	
Assessed damage	
Identified critical activities that have been disrupted	
Contacted key internal and external stakeholders	
Appointed organization spokesperson	
Initiated media/public relations response	

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