

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	