



DURING AND IMMEDIATELY AFTER AN INCIDENT

COMPLETED	During & Immediately After [Incident] Tasks	Primary Staff Responsible	Alternate Staff Responsible
<input type="checkbox"/>	While building cannot be occupied, if alarm system loses power, arrange alternate security.		
<input type="checkbox"/>	Activate the company telephone call tree process to contact all employees regarding the status of the business' office/facility.		
<input type="checkbox"/>	Update employee emergency hotline, company intranet, social media and business website with postings on the status of the business' operations.		
<input type="checkbox"/>	Designate times for key staff members to call into conference calls for situation overviews.		
<input type="checkbox"/>	[Insert additional rows for your own specific action items or tasks]		