

Appendix 2 - Situation Report Template

Prepared by: [include initials of author/chair]

Doc Ref: Briefing nr#

Date: [Weekday, date, month, year]

Time: [XX:XX]

What has happened/what do we know?

[Include full details of what has happened, including what time we became aware, how we became aware, who became aware]

What has been done? What actions have been taken?

[Describe who is involved, what teams have been invoked and what immediate actions have been taken]

What are the impacts?

[Describe the likely impact on customers and other stakeholders, to reputation, financially, regulatory requirements and on the continuity of operations. Describe how the situation might be expected to develop]

Strategic aim and priorities

[Provide a brief statement that expresses the singular strategic aim that all are working together to achieve, and list the immediate priorities]

Communications

[Describe how internal and external (customer, media, stakeholder, regulatory) communications are being managed]

Actions and decisions

[Describe any actions or decisions required by other responders/Crisis Management Team. Include any resource issues]