

# Incident Action Plan Template Example

## Incident Information

**Incident Name/ID:** 2025-WATER-001 **Date:** 7/12/2025  
**Incident Type:** Facility Emergency – Water Main Break **Location:** Main Building A, Floor 1  
**Operational Period:** 7/12/2025 – 7/14/2025 **Prepared by:** Guadalupe Garcia, HR Director

## Objectives:

- Ensure employee safety and prevent entry to water-damaged areas
- Maintain business continuity by relocating staff to remote work
- Coordinate repair with the city water utility and building management
- Resume normal operations within 72 hours

## Action Plan:

Task	Person or Team Responsible	Resources	Timeline/Schedule
Shut off water to the affected area	Building Maintenance	Access to the utility control room	7/12/2025 @ 9 AM
Notify staff and transition to remote work	HR Department	Company text alert system, Teams, email	7/12/2025 @ 10 AM
Contact city utility and file report	Facility Manager	Local utility contact list, incident log	7/12/2025 @ 10:30 AM

## Roles and Responsibilities:

Name & Title	Responsibilities	Phone	Email
Krista Ahmed, HR Director	Staff communication, safety notifications	555-123-0000	kahmed@email.com
Romy Bailey, Facility Manager	Coordinate with utilities and vendors	555-123-1111	rbailey@email.com
Leigh Gibbs, Office Administrator	Data backup integrity, network access	555-123-1234	lgibbs@email.com

## Communication Plan:

### Internal Employees:

Alert via company text system, email, and Teams message from HR by 10:00 AM on July 12

### City Utility Department:

Facility Manager to call emergency utility line at 512-555-4000 and submit written incident report

### Building Owner/Management:

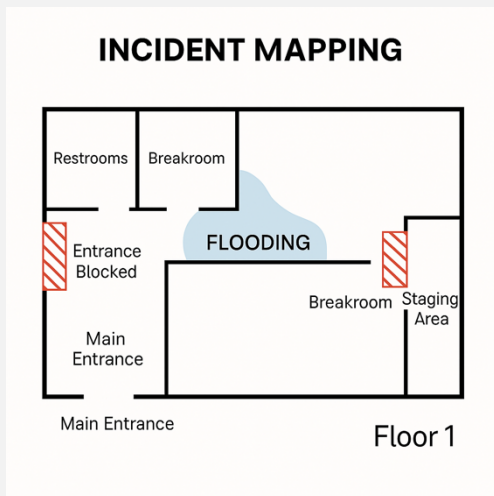
Written report emailed by 11:00 AM; phone follow-up by 2:00 PM

### Insurance Provider:

Submit incident documentation and initial photos by July 13

## Incident Mapping:

- Mark entrances blocked due to flooding.
- Mark staging area for cleanup crews near back loading dock.



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**Communication Plan:**

**Incident Mapping:**

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