**[](https://www.smartsheet.com/try-it?trp=12401&utm_source=template-word&utm_medium=content&utm_campaign=SEO)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:**

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| --- |
|  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:**

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| --- |
| **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:**

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

**Incident Action Plan Template**

Incident Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Incident Name/ID:** |  | **Date:** |  |
| **Incident Type:** |  | **Location:** |  |
| **Operational Period:** |  | **Prepared by:** |  |

**Objectives:**

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| --- |
| Explain the goals that need to be met during and after the incident. |

**Action Plan:**

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Person or Team Responsible | Resources | Timeline/Schedule |
|  |  |  |  |
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**Roles and Responsibilities:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Title | Responsibilities | Phone | Email |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Communication Plan:**

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| List who will be informed about the incident and how they will be informed. |

**Incident Mapping:**

|  |
| --- |
| Maps, diagrams, visual aids |

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| --- |
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