

# DISRUPTIVE INCIDENT QUICK REFERENCE CARD

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Use this quick reference card template to write what employees should do if an emergency happens. Customize this template for each business unit, department, or role. Describe what people should do immediately and in the following days and weeks to continue business. Print and laminate them for workstations or wallets, or load PDFs into mobile phones.

## Incident occurs

### Ensure safety of coworkers, customers, and yourself.

Call emergency numbers

From a safe location, notify

On message from , start disaster recovery and continue steps.

Assess damages. Communicate to employees, customers, and vendors according to plan.

## Enact business continuity plan steps:

1

2

3

## Recover operations:

1

2

3

4

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