



YOUR  
**LOGO**  
HERE



- Regularly review incident response plans to ensure they are up to date and fit for purpose.
- Regularly check and update key information (such as contact lists) and make information readily available to staff.
- Coordinate with other organizations and stakeholders who need to be aware of your incident response processes.
- Undertake emergency exercises and incident response planning on a regular basis.
- Ensure all staff understand their role in an incident.

### **If an Incident Occurs**

Undertake a debriefing and analysis of the response – this will allow you to identify areas for improvement.

Ensure all processes are updated to reflect any changes that result from the analysis.

**If you have any questions, please contact:**