Response Grades 1-5 1 = Poor, ineffective and slow 5 = Efficient, well communicated and effective.

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| **Action** | **Response Grading** | **Comments for Improvements / Amendments** |
| Initial Incident Notification |  |  |
| Enactment of the Action plan |  |  |
| Coordination of the Disaster Recovery Team |  |  |
| Communications Strategy |  |  |
| Impact minimisation |  |  |
| Backup and restore processes |  |  |
| Were contingency plans sufficient? |  |  |
| Staff roles assigned and carried out correctly? |  |  |
| Timescale for resolution / restore |  |  |
| Was full recovery achieved? |  |  |
| Log any requirements for additional training and suggested changes to policy / procedure: | | |