

TEMPLATE 1. DOCUMENTATION OF CONTACTS AND ACTIONS

This template allows for the creation of a running log through the documentation of contacts made and response actions initiated during the initial hours of an incident until existing forms or logs are accessed. All contacts, including unsuccessful attempts, and follow-up actions should be recorded below. The initial resulting record can be used to identify particular areas in your emergency operations plan, procedures, or guidelines that may need revision.

Contacts	Date	Time	Actions/Comments

