



Handout 3.2—Response Plan Template

Incident Information

DESCRIPTION OF INCIDENT		
LOCATION OF INCIDENT		
Building:	Floor:	Room:
CAN INCIDENT BE HANDLED IN-HOUSE?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (See Staff and Contractor Information section below.)

Records Information

RECORDS AFFECTED (List all affected records. Add rows as necessary.)	RECORD FORMAT/MEDIA	RECOVERY TECHNIQUE FOR EACH RECORD	IS THE RECORD CONFIDENTIAL?
PRIORITIES FOR RESPONSE (List in order, from first priority to last. Add rows as necessary.)	1. 2. 3. 4. 5.		
INSTRUCTIONS FOR HANDLING CONFIDENTIAL RECORDS			



Record Tracking

PROCEDURE FOR TRACKING RECORDS

Staff and Contractor Information

REQUIRED RESPONSE/RECOVERY STAFF (Add rows as necessary.)			
Name	Contact Information		
STAFF ROLES AND RESPONSIBILITIES (Add rows as necessary.)			
Staff Name	Role	Responsibility	
REQUIRED CONTRACTORS/VENDORS (Add rows as necessary.)			
Name	Contact Information	Service(s) Required	Contract in Place?



Supply and Equipment Information

REQUIRED SUPPLIES/EQUIPMENT (Add rows as necessary.)			
Item:	Current location:	On hand or needs to be purchased?	Needed where? (For example, emergency operations center, staging area, recovery area, etc.)

Emergency Operations Center and Staging and Recovery Areas

EMERGENCY OPERATIONS CENTER	
Location:	
Necessary equipment/supplies (Add rows as necessary.)	



STAGING AREA	
Location:	
Necessary equipment/supplies (Add rows as necessary.)	

RECOVERY AREA	
Location:	
Necessary equipment/supplies (Add rows as necessary.)	