# SECURITY INCIDENT INFORMATION MANAGEMENT
## HANDBOOK

## TOOL 8:
## ACTION PLAN FOR INCIDENT FOLLOW-UP



Immediate response

Incident

Lessons learned and applied

Information

Organisational security risk management

Management

Understanding the operational context

Security

Strategic decision-making

Tools

Funded by
European Union
Humanitarian Aid

eisf
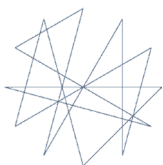
redr uk
people and skills for disaster relief

Aid in Danger

Insecurity
Insight
Data on People in Danger

# TOOL 8: ACTION PLAN FOR INCIDENT FOLLOW-UP

This tool lists questions to be included in a follow-up plan that should be implemented for every incident, despite its severity.

**Incident reference number: #**

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|---|---|
| **Action to be taken (one line per action)** | Description of the action to be taken in precise terms |
| **By whom** | At which level, name or position |
| **With whom** | Who is going to be involved, internally or externally to the organisation |
| **Logistics required and budget** | Estimated costs and needs, procurement procedures in the organisation |
| **By when** | By when is the action to be implemented? Fixed date or periodic review? |
| **Who is responsible for the action being implemented** | Is the manager responsible for it? The SFP? Anyone else? |
| **Review and validation** | By whom and which date |
| **Signature** | Signature of staff involved in implementation and control |

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|---|
| **Incident status:** |
| |
| **Incident management status:** |
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