## Situation Report

To provide a snapshot of any event at a point in time. This feeds into the communication flow of the Crisis Management Team.

<table>
<thead>
<tr>
<th>Incident Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Immediate/underlying causes</th>
<th>Time of incident</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Who is affected?</th>
<th>Incident location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Who has been informed?</th>
<th>Who needs to be informed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>What actions have been taken?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What is the result of the actions?</th>
<th>Are any reactions expected?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

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MRC Research Continuity Standard of Practice
Corporate Safety, Security and Resilience
Version 2, October 2013