



Pandemic Recovery Event Recording Form

- All key events that occur during the pandemic recovery must be recorded.
- An event log shall be maintained by the pandemic recovery team leader.
- This event log should be started at the commencement of the pandemic outbreak and a copy of the log passed on to the pandemic, technology recovery and business recovery teams once the initial impact has been addressed.
- The following event log should be completed by the pandemic recovery team leader to record all key events during recovery, until such time as responsibility is handed over to the business recovery team.

Description of Pandemic Impact:
Commencement Date:
Date/Time Pandemic Team Mobilized:

Activities Undertaken by Pandemic Team	Date and Time	Outcome	Follow-On Action Required

Date of Pandemic Recovery Team's Work Completed:
Date of Event Log Passed to Business Recovery Team: