



Pandemic Recovery Activity Report Form

- On completion of the initial pandemic recovery response the PRT leader should prepare a report on the activities undertaken.
- The report should contain information on the pandemic outbreak effects, who was notified and when and action taken by members of the PRT together with outcomes arising from those actions.
- The report should also contain an assessment of the impact to normal business operations.
- The report should be given to technology and business recovery team leaders, with copies to senior management, as appropriate.
- A pandemic recovery report will be prepared by the PRT leader on completion of the initial pandemic recovery response.
- In addition to the technology and business recovery team leaders, the report will be distributed to senior management.

The report will include:

- A description of the pandemic event or incident
- Those people notified of the emergency (including dates)
- Action taken by members of the DRT
- Outcomes arising from actions taken
- An assessment of the impact to normal business operations
- Assessment of the effectiveness of the pandemic recovery plan and lessons learned