



# Debrief Form

FOCAL AREA	WHAT WORKED WELL	WHAT COULD IMPROVE	WHO/HOW
<b><u>ACTIVATION</u></b> The team activated in an efficient and effective way			
<b><u>TEAM OBJECTIVE/SCOPE/ROLE</u></b> The team's Objective/scope and role was clear and well understood			
<b><u>TEAM STRUCTURE</u></b> The Team Structure, roles and responsibilities were clear and well understood			
<b><u>TEAM PROCESS</u></b> The team employed an effective process throughout			
<b><u>PLANS AND PROCEDURES</u></b> Plans and procedures were effective and well understood.			
<b><u>STAKEHOLDER STRATEGY</u></b> A stakeholder strategy was defined within 60 minutes of activation			
<b><u>COMMUNICATIONS</u></b> The communications between the different functions and parts of the business were effective and in line with our values. External Comms were effective and in line with our plans and values.			
<b><u>CUSTOMER ENGAGEMENT</u></b> We engaged with our customers in line with our values.			

<p><b><u>MEDIA ENGAGEMENT</u></b> A holding statement was generated within 15 minutes of the Activation</p>			
<p><b><u>BUSINESS CONTINUITY</u></b> Our business continuity processes were effective in minimising the disruption of the event.</p>			
<p><b><u>OPERATIONAL RECOVERY</u></b> The overall business operational recovery was effective and managed efficiently.</p>			
<p><b><u>FACILITIES/RESOURCES</u></b> The facilities and resources that we used in the response enabled a more effective response and recovery (ie war rooms, comms tools etc).</p>			
<p><b><u>TRAINING</u></b> Our individual training is consistent with our roles and responsibilities and performed annually. Were the teams trained? What training steps would improve future responses?</p>			
<p><b><u>EXERCISING</u></b> Have the teams exercised? What type of exercising would improve preparedness for future events?</p>			
<p><b><u>LEADERSHIP COMMITMENT</u></b> Was management proactively engaged during the response?</p>			
<p><b><u>RECORD AND LOGKEEPING</u></b> Records were maintained on EMQNet to provide situational awareness across the group</p>			