



Incident Response Tool Kit Preparation

Task Description

The Company's Documentation Unit Lead, during the pre-flight period, will work with the Director, Records and Information Management to put together the required Incident Response Tool Kit.

There may be requirement to gather both physical and electronic items for the kit. The contents of the kit will be determined based on the scale of the incident, as well as site influences such as work site hazards and safety conditions, as known at the time of mobilization.

Physical Kit Information

The physical kit may include some or all of the following items. Please check off which items were included in your response.

- 1) Tool Kit binder ()
 - Task Sheets ()
 - ICS Master Form Set ()
 - Reporting Templates ()
 - Communication Templates (General and Discovery) ()
 - Intake Form Master ()
 - Relevant policy and procedure documents ()
 - Company Organization Chart ()
 - Key contact phone list (ex: HR, IT, Procurement, etc.) ()
- 2) RM Unit Procedures Manual ()
- 3) Pens, pencils, highlighters and paper (lined and blank) ()
- 4) Maps of the incident area ()
- 5) Company ID/Security badge ()
- 6) Flash light (include batteries) ()
- 7) Laptop and/or iPad (include Wi-Fi connection or air card) ()
- 8) 2 – 8gb flash drives ()

Electronic Kit Information

The physical kit may include some or all of the following items. Please check off which items were included in your response.

- 1) Tool Kit Electronic File ()
 - Task Sheets ()
 - ICS Master Form Set ()
 - Reporting Templates ()
 - Communication Templates (General and Discovery) ()
 - Intake Form Master ()
 - Relevant policy and procedure documents ()
 - Company Organization Chart ()
 - Key contact phone list (ex: HR, IT, Procurement, etc.) ()



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- 2) RM Unit Procedures Manual ()
- 3) Incident Response Overview Presentation file ()
- 4) Laptop and/or Ipad (include Wi-Fi connection or air card) ()
- 5) 2 – 8gb flash drives ()

Additional Resources

Task Assigned to:	Documentation Unit Lead	Assigned By:	Director, Records and Information Management
Assignee Phone:		Assignor Phone:	
Assignee Email:		Assignor Email:	
Date Assigned:		Assignor Fax:	

*Once ALL information above has been completed a copy is to be sent to the Assignor by fax or email. This information should be sent within 4 hours of completion.

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