One continuing readiness record

Begin with one service or building. Keep resident and sensitive information in your approved systems.

Site / service reference	
Essential activity supported	
Equipment or service owner	
Communications provider	
ARC / response owner	
Current connection understanding	
Status (circle one)	Confirmed with evidence / Action agreed / Awaiting confirmation / Not applicable
Evidence reference (secure local)	
One next action	
Action owner	
Date agreed / next review	
Date last checked	

These statuses record your current understanding. They are not ratings or a certificate of compliance. Give unresolved questions an owner and suitable interim arrangements.