

# Incident Communication Logs Template

**Log ID:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ • AM • PM

**Mode of Communication** (mail, phone, email, etc.): \_\_\_\_\_

**Initiator Details**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Receiver Details**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Is communication successful?** • YES • NO

**If no, give reasons:** \_\_\_\_\_

**Description of the message conveyed:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Status:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Log ID:**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ • AM • PM

**Mode of Communication** (mail, phone, email, etc.): \_\_\_\_\_

**Initiator Details**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Receiver Details**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Is communication successful? • YES • NO**

**If no, give reasons:** \_\_\_\_\_

**Description of the message conveyed:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Status:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Log ID:**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ • AM • PM

**Mode of Communication** (mail, phone, email, etc.): \_\_\_\_\_

**Initiator Details**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Receiver Details**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Is communication successful? • YES • NO**

**If no, give reasons:** \_\_\_\_\_

**Description of the message conveyed:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Status:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_