

INITIAL INCIDENT BRIEFING (report attached)

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| OBJECTIVE OF MEETING: | Brief the Incident Management Team and BC/DR Team Leads for affected business units on: <ul style="list-style-type: none">• The Incident• Nature and status of current response operations• Identify Strategic Objectives and resumption priorities• Provide Response and Recovery teams with directions on initial actions |
| WHEN SHOULD MEETING BE HELD: | When an on-scene responder has reported an incident impacting Symantec business operations and the Incident Management Team and affected functional business recovery team leads have assembled a) on a teleconference call to form a virtual “Command Center” or b) at the designated Command Center location(s) |
| WHO SHOULD CHAIR MEETING: | Global, Regional or Site Incident Commander or designee |
| WHO SHOULD ATTEND MEETING: | <ul style="list-style-type: none">▪ On-Scene Responder(s)▪ Global Incident Commander (IC)▪ Regional Incident Commander for affected site▪ Incident Management Team Members for affected site▪ Corporate Incident Management Team Members▪ Business Continuity/Disaster Recovery Team Leads for functional business groups being affected by the incident (includes all departments within the company and their support organizations) |
| TOPICS TO BE DISCUSSED DURING MEETING: | <ul style="list-style-type: none">▪ Incident name, Location and Date▪ Description of Incident▪ Incident Potential▪ Safety/Site Considerations▪ Response Objectives<ul style="list-style-type: none">▪ Strategic Incident Response Objectives▪ Business Resumption Objectives▪ Functional Business Unit Status/Help Requested▪ Action Items |
| DURATION OF MEETING: | 15 to 30 minutes |
| OUTPUTS OF MEETING: | Completed Initial Incident Briefing Document . Completed, prioritized Action Items for Teams |
| REPORTING SEQUENCE LISTED FOLLOWING THE FORM | |
| INCIDENT MANAGEMENT TEAM DISTRIBUTION NOTED HERE | |

**INITIAL INCIDENT BRIEFING - ICS 201
SUMMARY OF INCIDENT AND CURRENT ACTIONS**

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| Incident Name: Incident Location: | Date: | Time Occurred: |
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DESCRIPTION OF INCIDENT

What Happened: Fire Systems Power Outage Hurricane Earthquake Public Relations

Other type of incident (describe): _____

Provide details and impacts:

INCIDENT POTENTIAL

Incident currently not under control, but can be handled with available resources.

Incident Under Control Incident will require additional company resources.

Incident will likely generate significant public affairs/community relations issues.

SAFETY CONSIDERATIONS

Injuries: _____ Fatalities: _____ Unaccounted: _____

Physical Hazards: _____

RESPONSE OBJECTIVES

STATUS REPORTS

- IC
- S&S
- FACILITIES
- IS&T
- AFFECTED BUSINESS UNITS
- TRAVEL
- PROCUREMENT
- HR
- LEGAL
- INTERNAL COMMUNICATIONS
- EXTERNAL COMMUNICATIONS

ACTION ITEMS

NEXT MEETING TIME:

| REPORTING SEQUENCE | RESPONSIBLE PERSON(S) | |
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| Initiate and Facilitate Incident Briefing <ul style="list-style-type: none"> ▪ Roll call of team members on the phone ▪ Description of Incident ▪ Clarify Response Objectives <ul style="list-style-type: none"> Strategic Incident Response Objectives Business Resumption Objectives | Incident Commander | 2 minutes |
| Site Characterization (Damage Assessment) | Incident Management Team or On-Scene Responder | |
| Security/Safety Status Report <ul style="list-style-type: none"> ▪ Life-Safety/Employee Status and Impacts ▪ Alert notifications from subscriptions and other public sources ▪ Progress on Addressing Objectives ▪ Issues and Actions | Security or Safety Advisor | 3 minutes |
| Facilities/Admin Status Report <ul style="list-style-type: none"> ▪ Status of impacts to facilities /Location/extent of damage ▪ Government and public agency advisories for the area ▪ Progress on Addressing Objectives ▪ Issues and Actions | Facilities Advisor | 3 minutes |
| IS&T Status Report <ul style="list-style-type: none"> ▪ Status of impacts to technology support capabilities ▪ Progress on Addressing Objectives ▪ Issues and Actions | IS&T Advisor | 3 minutes |
| Business Recovery Strategies/Requirements | Affected Business Functions | |
| Business Unit (Functional Group): _____ <ul style="list-style-type: none"> ▪ Make determination to activate plan based on recovery time objectives in plan and estimated length of business interruption ▪ Assess if workload or employees need to be relocated to meet critical customer service levels ▪ Provide IMT with information on redistribution of workload or relocation of staff ▪ Provide any requests for assistance ▪ Report any issues or problems you are encountering | Recovery Team Lead | 5 minutes |
| Logistics Support and Communications | Incident Management Team | |
| Travel Status Report <ul style="list-style-type: none"> ▪ Work with HR to cross-reference employee status, if appropriate ▪ Clarifications/further information on scheduling staff relocation ▪ Progress on previous staff relocation requests ▪ Issues and Actions | Travel Advisor | 3 minutes |
| Procurement Status Report <ul style="list-style-type: none"> ▪ Status on resources/supplies ▪ Progress on Addressing Objectives ▪ Issues and Actions | Procurement Advisor | 3 minutes |
| Human Resources Status Report <ul style="list-style-type: none"> ▪ Provide status on employees and HR policies ▪ Provide information to employee emergency contacts ▪ Work with Internal Communications on employee updates, if appropriate ▪ Deploy required HR Support Teams | HR Team Advisor | 3 minutes |

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| <ul style="list-style-type: none"> ▪ Brief and communicate approved information and instructions to HR Support Teams | | |
| <p>Legal</p> <ul style="list-style-type: none"> ▪ Responsible for ascertaining any legal ramifications of the incident ▪ Provides consultation and direction on all potential and actual legal issues | Legal Team Advisor | 3 minutes |
| <p>Internal/External Communications Status Report</p> <ul style="list-style-type: none"> ▪ Captures information and creates verbiage for company communications and other department communications for the incident ▪ Addresses reputational issues with media, community and stakeholders ▪ Progress on Addressing Objectives ▪ Issues and Actions | Communications Team Advisor | 3 minutes |
| <p>Summary of Priorities and Time of Next Meeting</p> | Incident Commander | 2 minutes |