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| cid:image003.png@01D07E8E.E32198B0 | | | |
| **P1 [INC00XXX] Incident Initial Notification** | | | |
| **Incident No.** | XXX | | |
| **Start Date/Time** | XXX | | |
| **Priority** | P1 | **Status** | XXX |
| **Summary of the Issue** | XXX | | |
| **Description of the Issue** | XXX | | |
| **Services Impacted** | XXX | **CI Impact** | XXX |
| **Business Impact** | XXX | | |
| **Applications Impacted** | XXX | | |
| **Division/ Region Impacted** | XXX | | |
| **Incident Manager** | XXX | **Technical Group** | XXX |
| **Initial Troubleshooting** | XXX | | |
| **Latest Update** | XXX | | |
| **Time of Next communication** | 30 Minutes / Upon Resolution | | |