

# Safe Action Playbook — Template

Fill for a specific alert; language safe for regulated environments

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

**Date/Time:** \_\_\_\_\_

**System/Asset:** \_\_\_\_\_

**Environment (clinical/GMP/food):** \_\_\_\_\_

**Impact Level (R/Y/G):** \_\_\_\_\_

**TLP:** \_\_\_\_\_

**Summary (1–2 sentences):**  
\_\_\_\_\_  
\_\_\_\_\_

**Pre■checks:**  
\_\_\_\_\_  
\_\_\_\_\_

**Do NOT:**  
\_\_\_\_\_  
\_\_\_\_\_

**Actions — Do This Today:**  
\_\_\_\_\_  
\_\_\_\_\_

**Escalation — When to Call Tier■2:**  
\_\_\_\_\_  
\_\_\_\_\_

**Monitoring & Evidence to Capture:**  
\_\_\_\_\_  
\_\_\_\_\_

**Recovery/Verification Steps:**  
\_\_\_\_\_  
\_\_\_\_\_

**Audit Log (who/what/when):**  
\_\_\_\_\_  
\_\_\_\_\_