

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):

Prechecks:

Do NOT:

Actions — Do This Today:

Escalation — When to Call Tier2:

Monitoring & Evidence to Capture:

Recovery/Verification Steps:

Audit Log (who/what/when):