

Business Continuity Event & Decision Log Pack

Disaster Risk Management Authority | The Bahamas
Derived from the DRM Authority Business Continuity Planning Workbook



What this pack helps you do

Create a clear, time-stamped record of what happened during a disruption, which decisions were made, who authorized them, what actions remain outstanding and what emergency costs or commitments were incurred. Use the records during continuity operations, recovery, insurance or regulatory follow-up, management review and future plan improvement.

Use this pack when...

- the Business Continuity Plan or selected continuity arrangements are activated;
- normal operations are disrupted and facts, decisions and actions are changing quickly;
- several people are making or implementing decisions and a common record is needed;
- emergency expenditure or supplier commitments must be tracked; or
- the business needs evidence for handover, insurance, regulatory, financial or after-action purposes.

How to use the pack

- Open one controlled record for each continuity event and assign a primary log keeper and alternate.
- Record verified developments as they occur; distinguish facts from assumptions and unconfirmed reports.
- Give decisions, actions and expenditures unique reference numbers and cross-reference related entries.
- Review the logs at each handover and before deactivation so unresolved items are not lost.
- Store the completed records securely with the Business Continuity Plan and supporting evidence.

Recordkeeping principles

TIMELY	FACTUAL	TRACEABLE	AUTHORIZED	SECURE
Record the time the event occurred and the time the information was entered.	State what is known, identify the source and mark information that is unverified.	Use entry numbers and references so decisions, actions and evidence can be linked.	Record who approved a decision or expenditure and any limit or condition.	Protect employee, financial, customer, system and other sensitive information.

Important

This pack supports operational recordkeeping; it does not replace formal accounting, payroll, insurance, legal, regulatory, health and safety or human-resources records. Use the Communication Log in the Business Continuity Communications Pack for detailed audience, message, channel and next-update records. Do not record passwords, PINs or other security credentials in these logs.

1. Event Record & Log Control

Open one controlled record at the beginning of each disruption or exercise. Establish the event reference, activation status, record custodians and secure storage arrangements before entries begin.

Event identification

Event / exercise name		Event reference number	
Type of disruption		Affected location(s)	
Date / time first identified		Reported / identified by	
BCP activation level		Date / time activated	
Activated by		Date / time deactivated	

Log ownership and operating period

Primary log keeper		Alternate log keeper	
Business continuity lead		Current decision-maker	
Operating period covered		Next handover / review	
Secure working location		Secure final record location	
Master log version		Page / file naming convention	

Related records opened for this event

☐ Situation / Event Log	☐ Decision & Authorization Log	☐ Action & Follow-Up Tracker	☐ Emergency Expenditure & Commitment Log
☐ Communication Log	☐ Employee Accountability Record	☐ Damage / Loss Evidence Record	☐ Other: _____

Log discipline

Number entries sequentially. Do not erase or overwrite the original record. Correct an error with a dated amendment or note, retain the original entry where practicable and identify who made the correction. Attach or reference supporting emails, messages, receipts, photographs and other evidence rather than copying sensitive detail into every log.

2. Situation / Event Log

Use the master event log to record verified developments, operational effects and the need for a decision or action. Record material changes even when no immediate decision is required.

Entry	Date / Time	Verified Development / What Happened	Source	Effect on Critical Functions / Operations	Decision or Action Required	Logged By	Related Record / Ref.
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							

Record facts, not rumours

Where information is not yet verified, label it clearly and record what is being done to confirm it. When a development changes the status of a critical function, continuity strategy or stakeholder message, cross-reference the related decision, action or communication record.

3. Decision & Authorization Log

Use this log for decisions that affect critical functions, operating status, people, suppliers, expenditure, communications, recovery priorities or the use of continuity arrangements. Record the rationale and the authority under which the decision was made.

Decision ID	Date / Time	Issue / Options Considered	Decision & Rationale	Authority / Limit / Condition	Authorized By	Review Point / Trigger	Outcome / Follow-Up
D-01							
D-02							
D-03							
D-04							
D-05							
D-06							
D-07							
D-08							
D-09							

Decision quality check

☐ Based on verified information	☐ Within delegated authority	☐ People, cost and risk implications considered	☐ Decision communicated to those who must act	☐ Review time, trigger or end condition set
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4. Action & Follow-Up Tracker

Translate decisions and operational needs into assigned actions. Track the outcome required, owner, deadline, status, dependencies and evidence of completion so that important tasks are not lost between handovers.

Action ID	Assigned Date / Time	Required Action / Outcome	Owner	Priority	Target Date / Time	Status	Dependency / Barrier	Evidence / Follow-Up
A-01								
A-02								
A-03								
A-04								
A-05								
A-06								
A-07								
A-08								
A-09								
A-10								
A-11								

Status options

Not Started • In Progress • Complete • Delayed • Blocked • Requires Decision • Requires Resources • Transferred to Recovery. Escalate an action when a barrier threatens a critical function, Target Recovery Time, safety obligation, regulatory requirement or important stakeholder commitment.

5. Emergency Expenditure & Commitment Log

Record emergency purchases, supplier commitments, deposits, temporary services and other financial obligations made during continuity operations. Keep receipts and formal accounting records separately and reference them here.

Emergency financial authority

Primary spending authority		Alternate		Emergency limit	
Finance contact		Approved payment method(s)		Secure record location	

Ref.	Date / Time	Item, Service or Commitment	Business Need / Critical Function	Supplier / Payee	Amount / Currency	Approved By / Limit	Payment Status	Receipt / Record Ref.
E-01								
E-02								
E-03								
E-04								
E-05								
E-06								
E-07								
E-08								

Financial record check

☐ Approval recorded	☐ Supplier / payee confirmed	☐ Receipt or invoice retained	☐ Finance notified / posted	☐ Insurance or reimbursement relevance checked
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6. Operational Handover & Status Summary

Complete this page at each formal handover, operating-period change or major transition. The incoming lead should be able to understand the current operating picture, unresolved priorities and record status without reconstructing the event from memory.

Event reference		Operating period		Prepared date / time	
Outgoing lead		Incoming lead		Next review / handover	
Activation level		Current decision-maker		Log keeper	

Current operating picture

Overall status Normal / limited / suspended / recovering and the reason.	Immediate priorities What must be protected, restored or decided next.	Major constraints People, premises, utilities, systems, suppliers, finance or access.	Next review point Time, trigger or condition for the next formal reassessment.
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Critical functions status

Critical Function	Operating Status	Current Continuity Arrangement	Unresolved Issue / Risk	Owner	Next Review

6. Operational Handover & Status Summary - Continued

Use this continuation page to transfer outstanding decisions, actions, stakeholder updates, resources and records. The incoming lead should confirm what must happen next and where the supporting information can be found.

Outstanding decisions and actions

Ref.	What Remains Outstanding	Owner / Decision-Maker	Due / Next Review	Related Log / Evidence

Next stakeholder updates and external commitments

Audience / Party	Update, Instruction or Commitment Due	Due Date / Time	Owner / Channel	Communication or Decision Ref.

Resource, financial and record handoff

Area	Current Position	Immediate Need / Constraint	Owner	Record Location / Ref.
People / staffing				
Premises / utilities / technology				
Suppliers, logistics and financial commitments				
Logs, evidence and secure files				

Handover confirmation

Incoming lead confirms that the current situation, activation level, critical-function status, pending decisions, outstanding actions, next stakeholder updates, financial commitments and record locations have been reviewed.

7. Event Closeout & Record Review

Before the Business Continuity Plan is deactivated or the event record is closed, confirm the operational transition, unresolved obligations, record completeness and the transfer of Lessons Identified and corrective actions.

Deactivation and transition

Date / time deactivated		Authorized by	
Transition status		Normal operations / recovery operations / other	
Remaining limitations		Owner of remaining recovery work	
Next management review		Next BCP review / test	
Final record custodian		Secure archive / file location	

Record completeness and ownership

Record / Evidence	Complete?	Responsible Owner	Secure Location / Reference	Follow-Up Required
Situation / Event Log	☐ Yes ☐ No			
Decision & Authorization Log	☐ Yes ☐ No			
Action & Follow-Up Tracker	☐ Yes ☐ No			
Emergency Expenditure / finance records	☐ Yes ☐ No			
Communication Log and issued messages	☐ Yes ☐ No			
Employee accountability / staffing records	☐ Yes ☐ No			
Damage, loss, photographs and insurance evidence	☐ Yes ☐ No			
Supplier, contract, regulatory or other supporting records	☐ Yes ☐ No			

7. Event Closeout & Record Review - Improvement & Sign-Off

Move the findings from this event into plan maintenance, corrective action, reporting and retesting. The record should show not only what happened, but how the business will reduce the chance of the same weakness recurring.

Transfer findings into improvement

Finding / Lesson Identified	Plan or Arrangement to Update	Corrective Action	Owner	Target Date	Retest Required?

Management, insurance, regulatory and financial follow-up

Requirement / Recipient	Purpose or Information Required	Owner	Due Date	Submission / Record Ref.	Status
Senior management / owner					
Finance / insurer / claims					
Government / regulator					
Supplier / contract follow-up					
Employee or customer follow-up					

Close the record; continue the improvement

Transfer detailed findings to the Business Continuity Exercise & Lessons Identified Tool and priority improvements to the 30/60/90-Day Business Continuity Action Plan. A completed log is evidence of what happened. Resilience improves when the resulting corrective actions are implemented, tested and maintained.

Final review and sign-off

Reviewed by		Date / time	
Approved / closed by		Next improvement review / responsible person	

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