

SAMPLE SCRIBE DOCUMENT



Elapsed Time (mm:ss)	From	To	Key Event
0:00			Start of incident
0:15			IC opens incident Comms Command channel
0:27			IC appoints LNO & Scribe
0:39	IC	All	What do we know so far?
0:48	LNO	IC	Network alerts fired on main ISP links at 0912 UTC. Network dispatched.
1:16	Network	IC	Network resource arrives on Command Channel
1:23	IC	Network	What are you seeing?
1:35	Network	All	Currently investigating, but we see main ISP links at 97% utilization
2:19	Security	IC	Security resource arrives on Command Channel
3:01	IC	Security	Status?
3:12	Security	IC	Elevated traffic on ISP links, could be a DDoS attack, checking logs
3:45	IC	All	<p>CAN Report - Current CONDITIONS: At 0912 UTC, network alerts fired on main ISP links at 97%. Network and Security resources are on the Command Channel.</p> <p>ACTIONS: Network and Security investigating, reviewing logs and change cases, running queries and opening tickets with vendors.</p> <p>NEEDS: LNO to prepare initial outbound Comms and schedule first briefing at 0930 UTC. Engage Applications team to run health checks and report to IC in 10 minutes at 0925 UTC.</p>
5:01	LNO	IC	Copy. Sending initial outbound Comms and links to first LNO Briefing