SAMPLE REPORT · FICTIONAL ORGANISATION AND DATA

Cold-Storage Power Failure: Executive Leadership Briefing

Post-incident review · Lantern Bay Logistics Pty Ltd · Cycle 1 · issued 5 June 2026

8 of 9	6	7 of 8	6
Contributors submitted	Improvement themes	Most widely shared theme	Priority actions

Confidentiality. This report was produced from anonymous contributor submissions. The facilitator and account holder did not see any individual response, only the themes below. No names or identifying roles appear anywhere in this report, evidence is grouped by theme and never by person, and every quotation is labelled “Anonymised submission excerpt” and edited where needed to protect identity while preserving meaning. The report was drafted with AI assistance and released after review by the account holder.

Where things stand

Contributors are proud of how people responded on the night, and equally clear that the response was held together by individual effort rather than by plans or systems. Seven of eight describe the continuity plan as out of date, hard to find or never exercised. Six of eight say the backup power weakness was already known and rated High, but the upgrade had no budget. Five say experienced people carried the response for about 30 hours with no ready deputies, and five say a similar short outage at another depot in 2025 was never reviewed.

Main themes

Theme	Raised by	Type
The continuity plan was not known, current or exercised	7 of 8	Risk & resilience
A known risk had no funded treatment	6 of 8	Risk & resilience
The response depended on a few experienced people	5 of 8	People
Earlier lessons were not carried forward	5 of 8	Learning
Emergency decisions were made outside agreed limits	4 of 8	Decisions
An earlier warning had no owner	4 of 8	Governance

What to keep doing. Fast, practical response by the cold-chain team; customers were told early; neighbouring depots offered help without being asked.

Priority actions

#	Recommendation	Suggested owner	Suggested timing
1	Decide on funding for the backup power upgrade at the cold-storage depot and set a delivery date	Operations executive, with finance	By 30 June 2026
2	Merge the continuity plans into one current version and run a documented exercise at the main depot	Risk and compliance lead	Exercise by 30 September 2026
3	Name a deputy for each key response role and agree a shift handover for long events	People and culture lead	By 31 July 2026
4	Record emergency approvals and clarify who may authorise urgent spend out of hours	Finance executive	By 31 July 2026
5	Introduce one post-incident review template and one shared corrective-action register	Operations executive	By 31 August 2026
6	Give every issue raised at executive meetings an owner and a due date	Chief executive	From the next meeting

Next cycle. Carry these six priorities into the next cycle so contributors can say what has and has not changed.

Both editions are drafted from the same analysis. The Team Report carries the full evidence appendix.