**Emergency Kanban Card   
Example[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12227&utm_source=template-word&utm_medium=content&utm_campaign=Emergency+Kanban+Card+Example-word-12227&lpa=Emergency+Kanban+Card+Example+word+12227)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Card Number | | | Emergency / Error Message | |
| EMG-2321 | | | Insert Photo | |
| Issue Description | | |
| Central server is down; clients cannot access accounts. | | |
| Assigned To | | Reported By | | Incident Date |
| Brooklyn Jansen  (IT Support) | | Carmen Robertson | | Jan 2, 20XX |
| Priority Level | | Current Status | | Stage |
| Critical | | In Progress | | Diagnostics |
| Approval Required | | | | Deadline |
| Yolanda Carrion (IT Manager) | | | | Immediate (3 hours) |
| Next Action | | | | |
| Conduct diagnostic tests to identify the cause and implement a temporary fix. | | | | |
| Resources Needed | | | | |
| * Server logs * Backup recovery tools | | | | |
| Notes | Notify the client as soon as a temporary solution is installed. | | | |

Emergency Kanban Card Template

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| --- | --- | --- | --- | --- |
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| Next Action | | | | |
|  | | | | |
| Resources Needed | | | | |
|  | | | | |
| Notes |  | | | |

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