**Emergency Kanban Card
Example**

|  |  |
| --- | --- |
| 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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|  |  |  |
| Priority Level | Current Status | Stage |
|  |  |  |
| Approval Required | Deadline |
|  |  |
| Next Action |
|  |
| Resources Needed |
|  |
| Notes |  |

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| --- |
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