EMERGENCY SUMMARY DOCUMENT CHECK

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 List the document or contact reference without entering identification numbers.

STEP 2 Record who checked the original source and the next review date.

STEP 3 Note which update or professional confirmation is still needed.

STEP 4 Which fact or document still needs checking?

EMERGENCY SUMMARY DOCUMENT CHECK

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

RECORD OR REVIEW DATE	DOCUMENT OR CONTACT REFERENCE	PERSON RESPONSIBLE	REVIEW PROGRESS	SOURCE LOCATION AND UPDATE TO CONFIRM

Outstanding question or record to confirm

EMERGENCY SUMMARY DOCUMENT CHECK

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 List the document or contact reference without entering identification numbers.

Concrete next action	Owner / due

ACTION 2 Record who checked the original source and the next review date.

Concrete next action	Owner / due

ACTION 3 Note which update or professional confirmation is still needed.

Concrete next action	Owner / due

IMPORTANT CONTEXT

This checklist is not an emergency service or medical advice. Contact emergency services for an urgent emergency; verify clinical content with an appropriate professional.

- [ ] Source checked
- [ ] Next action assigned