

# Crisis Communications Intake Response Form

Criticality Level (select one):

**ELECTIONS HQ CYBERSECURITY**

**ROUTINE** **MODERATE** **SEVERE**

Use this form to help your office respond to critical incidents.

**Incident:** \_\_\_\_\_ **Date/Time of Incident:** \_\_\_\_\_

**Details:** Include any relevant details that may be helpful as you and your team continue to respond to the incident.

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**Who to Notify:** Include complete contact information for those who may need to be notified about the incident.

Internal Contact Name	Phone Number	Email	Notified?

External Contact Name	Phone Number	Email	Notified?

**Holding Statements:** Use this section to adapt these holding statement templates for the incident at hand, or use numbers 4 and 5 to craft new statements. Holding statements are short and concise and are a way for you to notify the press and public of an emerging incident.

1. \_\_\_\_\_ has been made aware of a cybersecurity threat at \_\_\_\_\_ on \_\_\_\_\_. In  
Election Office Time Date  
 coordination with \_\_\_\_\_ and \_\_\_\_\_, we are  
Partner Agencies State Election Office  
 investigating any potential impacts to mail ballot processing and Election Night reporting. Updates to the situation will be posted to \_\_\_\_\_.  
Website

2. \_\_\_\_\_ has been made aware of a cybersecurity breach that occurred at \_\_\_\_\_ on  
Election Office Time  
 \_\_\_\_\_. In coordination with \_\_\_\_\_ and \_\_\_\_\_,  
Date Partner Agencies State Election Office  
 we are investigating the extent of impact, if any, on mail ballot processing and Election Night reporting. Voters are reminded that voting and tabulation equipment at \_\_\_\_\_ are not connected to the internet. Updates can be found at \_\_\_\_\_.  
Location Website

3. On \_\_\_\_\_, \_\_\_\_\_ was informed of a cybersecurity breach involving \_\_\_\_\_.

Date Election Office

\_\_\_\_\_ . In cooperation with \_\_\_\_\_ and \_\_\_\_\_,

Incident Partner Agencies State Election Office

our office determined \_\_\_\_\_. As of \_\_\_\_\_, \_\_\_\_\_'s main

Impact Date Jurisdiction

elections office has been cleared of any threats and is operating as usual. Voters are reminded that \_\_\_\_\_

Jurisdiction

voting and tabulation equipment are not connected to the internet. More information can be found at \_\_\_\_\_.

Website

4. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Next Steps:** Use this section to detail next steps in managing the crisis or incident.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Press Conference Plan (optional):** Hosting a press conference during a crisis can assist with delivering your consistent core message to multiple reporters at one event. Create a general plan for press conferences to maintain preparedness and continuity.

Date & Time	Location	Statement? (Y/N)	Speakers	Q&A? (Y/N)