

Crisis Communications Intake Response Form

Criticality Level (select one):

VOTING SITE CYBERSECURITY

ROUTINE	MODERATE	SEVERE
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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.

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 _____
Election Office Time Date
 at _____. In coordination with _____ and
Sites Partner Agencies
 _____, we are investigating any potential impacts to voter services. As a reminder, voting
State Election Office
 equipment in _____ is never connected to the internet. Updates to the situation will be posted to
Jurisdiction
 _____.
Website

2. _____ has been made aware of a cybersecurity breach that occurred at _____ on _____
Election Office Time
 _____ at _____. In coordination with _____
Date Sites Partner Agencies
 and _____, we are investigating the extent of impact, if any, on voter services that occurred
State Election Office
 within the specified timeframe. As a reminder, voting equipment in _____ is never connected to the
Jurisdiction
 internet. Updates can be found at _____.
Website

3. On _____, _____ was informed of a cybersecurity breach involving _____ at _____. In cooperation with _____ and _____, our office determined _____. As of _____, _____'s voting systems have been cleared of any threats, and sites are operating as usual. As a reminder, voting equipment is not connected to the internet. More information can be found at _____.

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)