

Crisis Communications Intake Response Form

Criticality Level (select one):

ELECTIONS HQ EQUIPMENT

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.

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. _____ became aware of a malfunction of _____ at our
Election Office Equipment
 main elections office at _____. Our office remains in contact with _____
Address State Election Office
 as we investigate the issue, and we will continue to keep voters updated on its progress. Delays of up to ____ hours are

 anticipated for _____. Additional information can be found by visiting _____.
Services Website

2. _____ is currently experiencing delays with _____ at our main
Election Office Services
 elections office located at _____. Services will be temporarily relocated to _____
Address Location
 as we investigate the issue in coordination with _____. More information and further updates
State Election Office
 can be found at _____.
Website

3. The main _____
Jurisdiction elections office is currently experiencing delays in mail ballot processing due to a malfunction of _____
Equipment. Alternative methods of processing are being deployed as _____
Election Office and _____
Partner Agencies work to resolve the issue. Election night results will still be published at their regularly scheduled intervals. For more information, visit _____
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)