

Crisis Communications Intake Response Form

Criticality Level (select one):

VOTING SITE 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
Election Office Equipment
 _____, where delays of up to ___ hours are anticipated for _____.
Voting Location # Services
 Voters should plan to visit one of ___ other voting locations in _____ as we work to resolve the issue.
Jurisdiction
 Additional information can be found by visiting _____.
Website

2. _____ is currently experiencing delays with _____ at
Election Office Services
 _____. Services at these sites are temporarily suspended as we investigate the issue in
Sites
 coordination with _____. In the meantime, voters are encouraged to visit one of _____
State Election Office #
 other voting locations in _____. Further updates can be found at _____.
Jurisdiction Website

3. _____ are currently experiencing delays due to a malfunction of _____.
Sites Equipment
 Voters should anticipate longer wait times at these sites and are encouraged to visit one of _____ other voting locations in _____ as _____ works to resolve the issue. For more information and a list of voting locations, visit _____.
Jurisdiction Incident 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)