

Crisis Communications Intake Response Form

Criticality Level (select one):

ELECTIONS HQ PHYSICAL SECURITY

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. _____ is aware of a potential security threat occurring at the main elections office at
Election Office
 _____. We are working with _____ to address the
Address Partner Agencies
 situation. A lockdown order has been issued, and the building will continue to follow strict security protocols until law enforcement has cleared the threat. More information can be found at _____.
Website

2. _____ is aware of a potential security threat occurring at the main elections office at
Election Office
 _____. As a result, _____ have ordered the immediate
Address Partner Agencies
 evacuation of the premises as law enforcement works to clear the threat. Mail ballot processing will continue to take place at a secure location. More information can be found at _____.
Website

3. Due to _____, _____ has been advised by _____ to relocate services from the main elections office to _____ at _____ until the office is secured. At this time, voters are encouraged to visit other voting locations and visit _____ for more information.

Incident

Election Office

Partner Agency

Location

Address

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)