

# Crisis Communications Intake Response Form

Criticality Level (select one):

**ELECTION NIGHT REPORTING**

<b>ROUTINE</b>	<b>MODERATE</b>	<b>SEVERE</b>
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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.

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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. Due to a high volume of Election Day ballot drop-offs, \_\_\_\_\_  
Election Office is currently experiencing a delay in Election Night reporting. As our office continues to process ballots received today, \_\_\_\_\_  
Election Office reminds voters that results are unofficial until certification of the election later this month. Unofficial results will be published at \_\_\_\_\_  
Website every \_\_\_\_\_  
Interval.

2. \_\_\_\_\_  
Election Office is currently experiencing delays in Election Night reporting due to \_\_\_\_\_  
Incident. As our office continues to process ballots, voters and media should anticipate \_\_\_\_\_  
Impact. Results will be published at \_\_\_\_\_  
Website every \_\_\_\_\_  
Interval and remain unofficial until certification of the election.

3. Due to \_\_\_\_\_, \_\_\_\_\_ will be publishing unofficial results at \_\_\_\_\_.  
Incident Election Office Time

As our office works to resolve the issue in coordination with \_\_\_\_\_, voters are  
State Election Office

reminded that results are unofficial until a routine audit is performed and the election is certified. 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)