

Crisis Communications Intake Response Form

Criticality Level (select one):

INCLEMENT WEATHER

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. _____ is aware of projected inclement weather expected to begin at _____.

Election Office

Time, Date

Our office remains in contact with _____ and will continue to monitor the situation and take

Partner Agencies

appropriate action to keep voters and our team of dedicated public servants safe and informed. At this time, we have

not been advised by partner agencies or _____ to suspend or relocate services. Additional

State Election Office

information can be found by visiting _____.

Website

2. _____ has advised _____ that _____ has

Partner Agency

Election Office

Incident

_____.

Impact

Some voting sites will be relocated due to safety and transportation concerns. Our office will announce new locations at _____ as they become available. Affected sites

Website

are listed below:

Sites

3. _____
Jurisdiction is currently experiencing severe weather that will affect several election night services and results reporting. _____
Election Office has been severely impacted by _____
Incident, resulting in unsafe building conditions. The office has been advised by _____
Partner Agency to evacuate the building and resume operations at a safe location: _____
Location, Address.

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)