

Crisis Communications Intake Response Form

Criticality Level (select one):

CYBERSECURITY

ROUTINE MODERATE SEVERE

Use this form to help your office respond to critical incidents.

Incident: Malware Ransomware Data Breach Denial of Service Attack
 Supply Chain Compromise Insider Threat Other _____

Date/Time of Incident: _____

Location: Polling Location Election Office Operations Center Drop Box Other _____

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.

Name	Internal/External		Phone Number	Email	Notified	Notify 911
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

Talking Points: Use this section to help convey key messages clearly and consistently to various audiences.

What happened? _____
 How is it affecting people? _____
 What actions are being taken? _____
 What do we want people to do? _____

Channels: What methods will you use to communicate this information? Consider your resources and who should know.

Press Release News Conference Emergency Alert System Social Media
 SMS Email Phone Website Other _____

Holding Statements: Use this section to adapt these holding statement templates for the incident at hand, or craft a new statement. Holding statements are short and concise and are a way for you to notify the press and public of an emerging incident.

1. _____ has been made aware of a cybersecurity threat at _____ on _____ at _____
Election Office Time Date Sites Partner Agencies
 _____ and _____
State Election Office
 _____, we are investigating any potential impacts to voter services. As a reminder, voting equipment in _____
Jurisdiction is never connected to the internet. Updates to the situation will be posted to _____.
Website

2. On _____, _____ was informed of a cybersecurity breach involving _____
Date Election Office Incident
 _____. In cooperation with _____ and _____, our
Partner Agencies State Election Office
 office determined _____. As of _____, _____'s
Impact Date Jurisdiction
 main elections office has been cleared of any threats and is operating as usual.

3. _____
Website

Next Steps: Detail next steps in managing the crisis or incident.

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

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)