

Crisis Communications Intake Response Form

Criticality Level (select one):

HEALTH AND HAZARD

ROUTINE

MODERATE

SEVERE

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

Incident: ☐ Fire ☐ Utility Disruption ☐ Chemical Exposure ☐ Unknown Substance
☐ Infectious Disease/Biological ☐ 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. _____ was informed of _____ on _____.
Election Office Incident Date

Our office remains in contact with _____ and local health officials and will continue to monitor the situation and take 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 services.
Partner Agencies State Election Office
 Additional information can be found by visiting _____.
Website

2. _____ has advised _____ that _____.
Partner Agency Election Office Incident
 has _____. As an extra precaution, services at some voting locations will be temporarily suspended to undergo additional sanitization procedures. Our office will announce reopening schedules at _____ as available. Affected sites are listed below:
Website

Sites

3. _____

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)