

Crisis Communications Intake Response Form

Criticality Level (select one):

INCLEMENT WEATHER

ROUTINEMODERATESEVERE

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

Incident: ☐ Flood☐ Snow/Ice☐ Extreme Heat☐ Tornado
☐ Tropical Storm/Hurricane☐ Seismic Activity☐ 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. _____ 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

_____. Some voting sites will be relocated due to safety and transportation concerns.
Impact

Our office will announce new locations at _____ as they become 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)