

Crisis Communications Intake Response Form

Criticality Level (select one):

PHYSICAL SECURITY

ROUTINE

MODERATE

SEVERE

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

Incident: ☐ Bomb Threat ☐ Active Aggressor ☐ Active Shooter ☐ Suspicious Package
☐ Vandalism ☐ Civil Unrest ☐ 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 a potential security threat occurring at _____ at
Election Office Site
_____. _____ is working with _____ to address the
Address Election Official Partner Agencies
situation. A lockdown order has been issued, and the building will continue to follow strict security protocols until law
enforcement has cleared the threat. More information can be found at _____.
Website

2. _____ is aware of a potential security threat occurring at _____
Election Office Site
at _____. As a result, _____ have ordered the
Address Partner Agencies
immediate evacuation of the premises as law enforcement works to clear the threat. Voters should avoid the area and are
encouraged to visit other voting locations at this time. More information can be found at _____.
Website

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)