Crisis Communications Intake Response Form

Criticality Level (select one):

ROUTINE	MODERATE	SEVERE

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

Incident: ☐ Election Results   ☐ Audit Discrepancies   ☐ Certification/Canvass Issues   ☐ 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
	☐	☐			☐	☐
	☐	☐			☐	☐
	☐	☐			☐	☐
	☐	☐			☐	☐
	☐	☐			☐	☐
	☐	☐			☐	☐

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 currently experiencing delays in Election Night reporting due to _____.
   Election Office   Incident

As our office continues to process ballots, voters and media should anticipate _____.
                                                                                                    Impact

Results will be published at _____ every _____ and remain unofficial until
                                          Website   Interval

certification of the election.

2. Due to _____, _____ will be publishing unofficial results at
           Incident   Election Office

_____. As our office works to resolve the issue in coordination with _____,
       Time   State Election Office

voters are reminded that results are unofficial until a routine audit is performed and the election is certified. 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)

INCLEMENT WEATHER	HEALTH AND HAZARD	BALLOT OPERATIONS	EQUIPMENT
PHYSICAL SECURITY	CYBERSECURITY	REPORTING	AI