

**“Organization Name” Crisis Plan**

**Date**

**Number of Copies Made**

**Introduction**  
Explanation and rationale for plan

**Confidentiality Agreement**

Acknowledgment form saying the employee has read the plan.  
Should be signed and dated.

### **Rehearsal Dates**

Dates and descriptions of when and how the company will rehearse a crisis response

**Crisis Management Team**

Incident commander and members of the team with contact information.

### **Crisis Risk Assessment**

Lists of potential crises, how they could impact the organization, and what procedures the team should follow if the crisis occurs.

**Incident Report**

Report on how crises were handled in the past.  
Assessment of past crisis response capabilities.

**Proprietary Information**

Information that should never be released to the media.



**Crisis Management Team (CMT) Worksheet**  
Protocol for handling any crisis.

**Initial Contact Worksheet**

Names and contact info of all initial contacts.  
Who should be called when?

**Secondary Contact Worksheet**

Names and contact info of all secondary contacts.  
Who should be called when?

**Stakeholder Contact Worksheet**  
How and when should stakeholders be contacted?

**Crisis Control Center**

At what location should the CMT meet in the event of a crisis?  
What if the crisis occurred at that location?

## **Business Resumption Plan**

Where and how would business resume after a crisis?

What if something happened to the building in which the organization is housed?