**BUSINESS CRISIS COMMUNICATION**

**PLAN TEMPLATE**

ESCALATION PROCEDURE

Define the severity of the crisis. Describe the crisis situation in greater detail. Assign a team or person responsible for mitigating the crisis, and note the required task or action.

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| **LEVEL** **OF CRISIS** | **DESCRIPTION OF CRISIS** | **TEAM OR PERSON RESPONSIBLE** | **REQUIRED TASK OR ACTION** |
| **LEVEL 1** |  |  |  |
| **LEVEL 2** |  |  |  |
| **LEVEL 3** |  |  |  |

**BUSINESS CRISIS COMMUNICATION PLAN**

CRISIS RESPONSE TEAM

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **POSITION** | **PHONE NUMBER** | **EMAIL** | **RESPONSIBILITIES** |
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**BUSINESS CRISIS COMMUNICATION PLAN**

CRISIS MANAGEMENT PROCEDURE

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| **ALERT** | **ASSESSMENT** | **ACTIVATION** |
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