**CRISIS MANAGEMENT REPORT TEMPLATE**

CRISIS MANAGEMENT REPORT

COMPANY NAME

Street Address

City, State and Zip

webaddress.com

Version 0.0.0

00/00/0000

| VERSION HISTORY |
| --- |
| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
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| --- | --- | --- | --- | --- | --- |
| **PREPARED BY** |  | **TITLE** |  | **DATE** |  |
| **APPROVED BY** |  | **TITLE** |  | **DATE** |  |

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# CRISIS CATEGORIES

|  |  |  |  |
| --- | --- | --- | --- |
| **CATEGORY** | **CRISIS LEVEL** | **POINT OF CONTACT** | **CONTACT INFORMATION** |
|  | 1 = LEAST SEVERE …5 = MOST SEVERE |  |  |
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# CRISIS SCENARIOS

|  |  |  |
| --- | --- | --- |
| **ID** | **TITLE** | **DESCRIPTION** |
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# CRISIS MANAGEMENT TEAM

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **POSITION** | **PHONE NUMBER** | **TASKS / ACTIONS TO TAKE** |
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# NOTIFICATION LIST

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| --- | --- | --- | --- |
| **NAME** | **POSITION** | **PHONE NUMBER** | **EMAIL** |
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# CRISIS MANAGEMENT COMMUNICATION CENTER

|  |  |  |
| --- | --- | --- |
| **PRIMARY CMCC LOCATION** | **PRIMARY CMCC ADDRESS** | **PRIMARY CMCC PHONE NUMBER** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **ON-SITE CMCC LOCATION** | **ON-SITE CMCC ADDRESS** | **ON-SITE CMCC PHONE NUMBER** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **ALTERNATIVE CMCC LOCATION** | **ALTERNATIVE CMCC ADDRESS** | **ALTERNATIVE CMCC PHONE NUMBER** |
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|  |  |  |
|  |  |  |

# PREVENTION

|  |  |  |  |
| --- | --- | --- | --- |
| **PREVENTION STRATEGY** | **PREVENTION CATEGORY** | **ACTIONS / TASKS** | **PERSON RESPONSIBLE** |
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# RESPONSE

|  |  |  |  |
| --- | --- | --- | --- |
| **RESPONSE STRATEGY** | **RESPONSE CATEGORY** | **ACTIONS / TASKS** | **PERSON RESPONSIBLE** |
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# RECOVERY

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| --- | --- | --- | --- | --- | --- |
| **RECOVERY STRATEGY** | **RECOVERY CATEGORY** | **IMPACT ON BUSINESS** | **PRIMARY GOALS OF RECOVERY** | **ACTIONS / TASKS** | **PERSON RESPONSIBLE** |
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