[A picture containing drawing

Description automatically generated](https://bit.ly/2RDyYQH)**EVENT CRISIS MANAGEMENT TEMPLATE**

EVENT CRISIS MANAGEMENT

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** |  |

**TABLE OF CONTENTS**

[CRISIS CATEGORIES 3](#_Toc37251490)

[CRISIS SCENARIOS 4](#_Toc37251491)

[CRISIS MANAGEMENT TEAM 5](#_Toc37251492)

[NOTIFICATION LIST 6](#_Toc37251493)

[CRISIS MANAGEMENT COMMUNICATION CENTER 7](#_Toc37251494)

[PREVENTION 8](#_Toc37251495)

[RESPONSE 9](#_Toc37251496)

[RECOVERY 10](#_Toc37251497)

# 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** |
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|  |  |  |

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

# 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

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