[A picture containing drawing

Description automatically generated](https://bit.ly/2AUzJzj)**CORPORATE CRISIS MANAGEMENT PLAN**

CRISIS MANAGEMENT PLAN

CORPORATION 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 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PREPARED BY** |  | **TITLE** |  | **DATE** |  |
| **APPROVED BY** |  | **TITLE** |  | **DATE** |  |

**TABLE OF CONTENTS**

[CRISIS CATEGORIES 3](#_Toc37252811)

[CRISIS SCENARIOS 4](#_Toc37252812)

[activation guidelines 5](#_Toc37252813)

[potential impacts of crisis 6](#_Toc37252814)

[CRISIS MANAGEMENT TEAM 7](#_Toc37252815)

[NOTIFICATION LIST 8](#_Toc37252816)

[CRISIS MANAGEMENT COMMUNICATION CENTER 9](#_Toc37252817)

[PREVENTION 10](#_Toc37252818)

[RESPONSE 11](#_Toc37252819)

[RECOVERY 12](#_Toc37252820)

# CRISIS CATEGORIES

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

# CRISIS SCENARIOS

|  |  |  |
| --- | --- | --- |
| **ID** | **TITLE** | **DESCRIPTION** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# activation guidelines

|  |  |  |
| --- | --- | --- |
| **ID** | **TITLE** | **DESCRIPTION** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# potential impacts of crisis

|  |  |  |
| --- | --- | --- |
| **ID** | **TITLE** | **DESCRIPTION** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# CRISIS MANAGEMENT TEAM

|  |  |  |  |
| --- | --- | --- | --- |
| **CM TEAM POSITION** | **NAME & TITLE** | **PHONE NUMBER** | **TASKS / ACTIONS TO TAKE** |
| CRISIS MANAGER |  |  |  |
| SECURITY MANAGER |  |  |  |
| PR ADVISOR |  |  |  |
| HR ADVISOR |  |  |  |
| MEDICAL ADVISOR |  |  |  |
| LEGAL ADVISOR |  |  |  |
| IT ADVISOR |  |  |  |
| BUSINESS COMMUNICATIONS ADVISOR |  |  |  |
|  |  |  |  |

# NOTIFICATION LIST

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **POSITION** | **PHONE NUMBER** | **EMAIL** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 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** |
|  |  |  |
|  |  |  |
|  |  |  |

# PREVENTION

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

# RESPONSE

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

# RECOVERY

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

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |