# PURPOSE

DETERMINE THE OBJECTIVE(S) OF THIS COMMUNNICATION PLAN.

# ACTIVATION FRAMEWORK

WHO INITIATES THE CRISIS COMMUNICATION PLAN?

WHAT CIRCUMSTANCES WARRANT THE PLAN BEING ACTIVATED?

OUTLINE A REPORTING LINE FOR ACTIVATION AND ESCALATION.

# CRISIS RESPONSE TEAM

Identify individuals within the organization to serve on the Crisis Response Team. This team should consist of members of the organization who are empowered to make decisions on behalf of the company or entity. They will be responsible for all decisions made during the crisis and management of the emergency response in the hours, days and months following the disaster event.

| NAME | ROLE | CELL PHONE NUMBER | EMAIL |
|---|---|---|---|
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# EMERGENCY CONTACTS (ONSITE)

| NAME | ROLE | CELL PHONE NUMBER | EMAIL |
|---|---|---|---|
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| | | | |

# EMERGENCY CONTACTS (CORPORATE)

| NAME | ROLE | CELL PHONE NUMBER | EMAIL |
|---|---|---|---|
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# EMERGENCY SERVICES

| EMERGENCY SERVICE | NAME | PHONE NUMBER | NOTES |
|---|---|---|---|
| FIRE DEPARTMENT | | | |
| POLICE DEPARTMENT | | | |
| EMERGENCY MEDICAL SERVICES | | | |
| DISASTER RESTORATION | | | |
| PLUMBER | | | |
| ELECTRICIAN | | | |
| ELEVATOR TECHNICIAN | | | |
| PUBLIC HEALTH DEPT. | | | |
| HAZARDOUS MATERIALS CLEANUP | | | |
| NATIONAL RESPONSE CENTER (EPA) | | | |
| STATE ENVIRONMENTAL AGENCY | | | |

# UTILITY COMPANY CONTACTS

| COMPANY | CONTACT | PHONE NUMBER | UTILITY |
|---|---|---|---|
| | | | ELECTRIC |
| | | | GAS |
| | | | INTERNET/CABLE |
| | | | WATER |

# VENDOR CONTACTS

| COMPANY | CONTACT | PHONE NUMBER | SERVICE |
|---|---|---|---|
| | | | GENERAL CONTRACTOR |
| | | | HVAC |
| | | | ALARM COMPANY |
| | | | IT SERVICES |
| | | | INSURANCE |