

PURPOSE

DETERMINE THE OBJECTIVE(S) OF THIS COMMUNICATION 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

EMERGENCY CONTACTS (ONSITE)

NAME	ROLE	CELL PHONE NUMBER	EMAIL

EMERGENCY CONTACTS (CORPORATE)

NAME	ROLE	CELL PHONE NUMBER	EMAIL

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