

CRISIS MANAGEMENT TEAM PLANNING CHECKLIST

Try Smartsheet for FREE

X	ITEM	NOTES
	Appoint a crisis team manager and an alternate.	
	With the crisis team manager and any outside advisors, identify the roles needed on the team and write detailed job descriptions.	
	For organizations following Incident Command, assign the roles of spokesperson, safety chief, and liaison officer as well as alternates. (An alternate should not be someone who has another primary role.)	
	For organizations following Incident Command, designate leaders of intelligence/planning, operations, logistics, and finance as well as alternates.	
	In other organizations, identify managers of communications, health/safety/environment, operations, legal, HR, IT, and finance and alternates who will join the crisis team.	
	Review details of the role with each individual.	
	Repeat the process for each site, business unit, or geography.	
	Establish a contact system for everyone involved in crisis response with back-up systems and practice these. Examples include using notification software, a phone tree, and text messages.	
	Provide a wallet-size card with key team contact information to each member. Store this information in the cloud too.	
	When your crisis response plan is complete, schedule drills with the team at least semi-annually and more frequently in the beginning.	



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.