

Checklist for Crisis Management Planning

To Do	Completed	By Date
Develop a Risk Management Plan, identifying types of crises your organization may face	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/>
Form a crisis response team	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/>
Create a comprehensive directory of the organization's staff, board and key volunteers	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/>
Maintain a backup of computer file server, key databases, software and financial files	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/>
Conduct an inventory of assets	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/>
Formulate a crisis communications strategy	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/>
Practice communicating during a crisis by drafting key crisis communications documents	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/>
Prepare a media kit and draft a media contact strategy	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/>
Review your insurance program	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/>

