Crisis Communications Team Templates

# Team Contact List

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| --- | --- | --- | --- |
| Name | Role | Cell Phone | Other Contact Number |
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# Immediate Response Phone Script

**Example:** At this time, the leadership team is gathering facts. Our Executive Director, John Smith will be issuing a statement as soon as possible. Can I take your contact information so that we can notify you when the statement will be ready?

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| Phone Script |
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# Phone Contact Log

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| --- | --- | --- | --- | --- |
| Name of Caller | Representing (Organization Name) | Phone Number | Email | Specific Questions or Notes |
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# Immediate Response Press Statement

**Example:** A (what happened) at (location) involving (who) occurred today at (time). The incident is under investigation and more information is forthcoming.

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| Press Statement |
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