

# CRISIS MANAGEMENT CHECKLIST

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X	ITEM	ASSIGNED TO	DATE ASSIGNED	DATE DUE	DATE COMPLETED
	Take action to contain the crisis, to the best of your ability.				
	Contact all necessary emergency contacts and response teams.				
	Identify the type of crisis and the responsible actions to take.				
	Coordinate with the designated crisis management team to determine next steps.				
	Assess the scope of the crisis.				
	Contact the media and all other appropriate channels who should be made aware of the crisis.				
	Contact all other key audiences, like stakeholders, shareholders, board members, remote team members, third-party vendors, etc.				
	Start putting your recovery plan into action.				
	Assess how the crisis was handled and update your crisis management plan accordingly.				



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