**Emergency Communications Planning Template for Business Continuity Planners**

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SearchDisasterRecovery.com has created this emergency communications planning template for business continuity planners. It can be used as a basic emergency communications plan. Each of the steps will have additional actions within them, which need to be defined and incorporated into the overall plan. Use this template following the onset of an incident.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action | Date/Time | Assigned to | Time Completed | Notes |
| Following onset of incident, emergency communications (EC) team leader obtains situation report from incident management team |  |  |  |  |
| EC team leader launches EC team |  |  |  |  |
| EC team meets to assess situation, develop approach and strategies |  |  |  |  |
| EC team meets with senior management to determine the response and message |  |  |  |  |
| EC team meets with company spokesperson to discuss responses |  |  |  |  |
| EC team prepares initial internal and external communications  |  |  |  |  |
| Messages and strategy reviewed and approved by senior management |  |  |  |  |
| EC team and spokesperson deliver initial internal and external messages  |  |  |  |  |
| EC team updates company website with information on the emergency |  |  |  |  |
| EC team coordinates meetings with media and delivers approved messages |  |  |  |  |
| EC team obtains regular status reports from BC/DR team and other teams |  |  |  |  |
| EC team prepares and distributes status reports regularly on the situation |  |  |  |  |
| EC team prepares and delivers regular updates to stakeholders, government agencies and other relevant entities |  |  |  |  |
| EC team prepares and delivers messages on resolution of the emergency |  |  |  |  |
| EC team provides ongoing updates to internal and external parties as the situation is resolved |  |  |  |  |
| EC team is advised by senior management that the emergency is over |  |  |  |  |
| EC team stands down once the emergency has been resolved |  |  |  |  |
| EC team prepares and issues post-event reports as needed to internal and external parties |  |  |  |  |
| EC team conducts post-event review of and revision to the EC process |  |  |  |  |