

Emergency Communications Planning Template



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[TechTarget's Disaster Recovery site](#) 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				