

## ***Preparing and implementing the "Crisis Management Audit"***

- I. After establishing your "Crisis Management Team" (CMT) ask each member to do an assessment of their area of responsibility to determine areas of vulnerability.
- II. Meet as a group and "prioritize" your vulnerabilities like this:

### **Our potential crises ranked in order of likely occurrence.**

**A. These events could happen to us at any time:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_

- III. Develop a "one-pager" on each of these potential occurrences and tab in order of priority in back of Crisis Management Plan (CMP).
- IV. In Crisis Communications Plan (CCP) portion of overall plan, develop responses for these potential crises and practice these with your staff as well as your emergency responders.
- V. Update your "Crisis Management Audit" potentialities each year. Keeping the plan current is the only way to prevent unpleasant surprises from occurring