

Tool: My Crisis Management Checklist

1. Determine the role of the crisis team as a whole and each member
2. Determine routines and protocols for communication and briefings
3. Develop a mechanism for monitoring all events chronologically, such as a Log, White Board, Digital Record, etc.
4. Establish and equip a War Room – a place where the crisis team will meet
5. Engage in “what-if” scenario planning to develop awareness, vigilance and agile thinking
6. Develop Signals & Triggers Map, a list of signals you’re receiving from the field that assesses each event or trigger point by their likelihood to escalate
7. Determine who will be your Receivers & Doers – Who will actively gather information and who will actively act upon new events or incidents

Tool: My Crisis Management Checklist (cont.)

8. Establish a Master Book both digitally and on paper (this will include your assets, escape routes, meeting points, telephone lists etc.). This is useful for all times. The process of developing such a book can be beneficial on its own.
9. Obtain Satellite Communications Hardware (satellite phones should cell phone reception fail) or if there is no physical threat in the immediate future, this might read as develop alternative channels of communications beyond the standard ones, just for the rainy days
10. Get your Go-Bags Ready – Emergency bags for the team and team members in case of evacuation etc. As mentioned before, the side benefit of selecting what you keep with you in any crisis can put you in a position to really assess what is vital for the organization and your team even in a non crisis period.