

Crisis Response Plan Template

Plan Name:

Enter plan name

Created By:

Name or department

Date:

1. Purpose & Scope

Purpose:

Describe the purpose of this crisis response plan

Scope:

Describe plan scope (people, processes, sites, etc.)

2. Crisis Management Team

Name	Role	Contact Information	Responsibilities

3. Risk Identification

List potential crises or risks (e.g., natural disaster, data breach, etc.)

4. Response Procedures

Incident:

Describe the crisis scenario

Response Steps:

List step-by-step response actions

5. Communication Plan

Internal and external communication procedure, templates, contacts

6. Resource Inventory

Resource	Location	Contact Person	Notes

7. Recovery & Continuity

Describe steps and timeline for recovery and business continuity

8. Training & Testing

Training requirements, drills, and testing procedures

9. Review & Update

Plan review schedule and update procedures

Approval

Approved By:

Name/Signature

Approval Date:

