

## Crisis Communications Internal Review

	<b>Task</b>	<b>Who</b>
Phase 1	Monthly meetings to review details, wording, organization of CCP	Crisis Comms Team
Phase 2	Re-write of CCP based on review	Crisis Comms Team + EOP members as needed
Phase 3	Creation of communications templates, quick start guides/checklists (by scenario), media relations guides	Crisis Comms Team + EOP members as needed
Phase 4	Media Relations Training	Crisis Comms Team + potential spokespersons
Phase 5	Begin scenario training – Ongoing Quarterly	Crisis Comms Team
Ongoing	FEMA certified training & related professional development	Crisis Comms Team