



**Document:** Crisis Communication Fact Sheet Template  
**Date:** May 2008

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**Crisis Fact Sheet**

When your Special Olympics Program is alerted to a crisis situation, the Crisis Communications Administrator should complete this sheet and speak to the appropriate parties to find out the most complete answers possible.

***These forms should be kept confidential and not released to the media or by any party involved in the incident.***

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From where is the person reporting the situation?

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Who is the person reporting the situation (name and contact information) and how is the person involved with Special Olympics?

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What numbers (office extension, home, mobile phone and pager) can the person reporting the situation be reached at if more information is needed?

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What happened?

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Where did it happen?

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When did it happen (include date and time)?

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Was there any damage, injuries or fatalities? Explain in detail.

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Who else was involved or present (names and contact information)?

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What actions have already been taken?

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Was Special Olympics headquarters or regional office notified? If so, who was contacted?

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Has there been any media attention? If so, what outlet(s) (e.g., television, radio, newspaper, magazine, Internet)? Cite specific media alerted.

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Other comments?

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