Crisis Communication Fact Sheet Template

May 2008

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.*

From where is the person reporting the situation?

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

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

What happened?
Where did it happen?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

When did it happen (include date and time)?
________________________________________________________________________
________________________________________________________________________

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

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

What actions have already been taken?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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

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