

**ASSOCIATION CRISIS MANAGEMENT PLANNING WORKSEET**

1. **Assess and Identify Risk** – Identify risk and impact to the Association

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2. **Identify Key Internal Point Persons & Contact Information** – President, Manager, Attorney, Others

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3. **Identify Key External Contacts & Contact Information** – Public Safety, Utilities, Insurance, Contractors

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4. **Create Membership Communication Plan** – Pre-Emergency & Post-Emergency

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5. **Immediate Action Plan** - Post-Emergency

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6. **Recovery Action Plan** – Mid- to long-term Post-Emergency

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7. **Readiness and Mitigation Activities** – Financial, Insurance, Preparation, Mitigation, Document Back-up

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