

Risk Assessment:

- Have potential crises been identified and assessed for likelihood and impact?
- Are there specific risk factors or triggers that could indicate an impending crisis?
- Have past crises or incidents been analyzed to identify recurring patterns or vulnerabilities?

Prevention and Preparedness:

- What measures are in place to prevent potential crises from occurring?
- Are there established protocols or procedures to mitigate risks?
- Is there a system for ongoing monitoring and assessment of potential risks?

Crisis Management Team:

- Have roles and responsibilities been clearly defined for crisis management team members?
- Is there a designated leader or coordinator for the crisis management team?
- Are contact details for team members readily available and up-to-date?

Communication Plan:

- Is there a communication plan for internal and external stakeholders?
- Are there designated spokespersons for media and stakeholder communication?
- How will communication channels be activated and maintained during a crisis?

Detection and Response:

- Are there mechanisms in place for early detection of crises?
- How will the crisis management team be alerted and activated?
- What immediate response actions will be taken to contain and mitigate the crisis?

Resolution and Recovery:

- What strategies will be implemented to resolve the crisis and restore normal operations?
- How will corrective actions be identified and implemented to prevent recurrence?
- What communication strategies will be employed to update stakeholders on resolution and recovery efforts?

Post-Crisis Analysis:

- Will a formal review process follow the crisis?
- How will lessons learned from the crisis be documented and shared?
- Are there mechanisms to update the crisis management plan based on post-crisis analysis?

Training and Exercises:

- Is there a training program in place to ensure crisis management team members are prepared?
- How often will drills or simulations be conducted to test the plan's effectiveness?
- Are there ongoing training and skill development opportunities for crisis management team members?

Documentation and Resources:

- What documentation is needed to support crisis management efforts?
- Are resources or tools available to assist with crisis response and recovery?
- How will information and resources be accessed and shared during a crisis?

Review and Update:

- How often will the crisis management plan be reviewed and updated?
- Who is responsible for overseeing the review and update process?
- Are there mechanisms to ensure the plan remains relevant and effective over time?