



CRISIS RESPONSE PLANNING: A CHECKLIST FOR BOARDS

DO'S AND DON'TS CRISIS MANAGEMENT

Every scenario is different and should be treated uniquely, however, there are some broad guidelines board's can follow:

DO: Check-in frequently with the Board Chair and/or Executive Director and offer support.

Set aside time to take on additional responsibilities as needed.

Plan for flexibility - alternate meeting times and email voting.

Give - if you can and it's appropriate consider increasing your annual gift.

DON'T: Forget to take care of yourself!

CRISIS PLAN CHECKLIST

- A crisis plan should have well defined roles for both staff and board members
- Plans for evacuation and how they are implemented
- Medical emergency response protocol
- Notification system [phone tree]
- Operations Plan: How will services be offered [this can be expounded in the continuity plan]
- Communications Plan with centralized response and assigned lead communicator
- Vital records and vendor contact list
- Board protocol for emergency meetings
- Board policies re: leadership transitions and succession



The Nonprofit Strategy Group