

# Crisis Management Checklist



Crisis management is essential for SMEs in England and Wales, as it helps organisations effectively respond to unexpected events and minimise their negative impacts. Boardify's Crisis Management Checklist offers a comprehensive guide for organisations to develop and implement robust crisis management plans. By providing this resource, Boardify supports SMEs in enhancing their resilience, protecting their reputation, and ensuring business continuity during challenging times.

## Crisis Management Plan Development

- Develop a comprehensive crisis management plan
- Identify potential crisis scenarios and their respective impacts
- Assign crisis management responsibilities to a designated person or team

## Preparation and Training

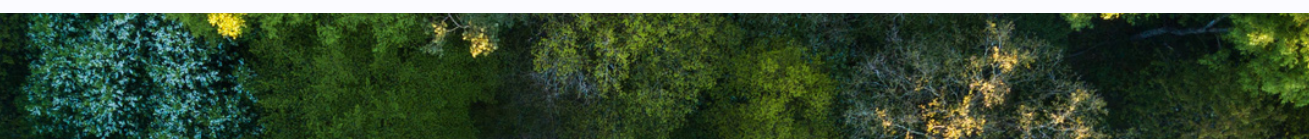
- Provide crisis management training for key personnel
- Conduct regular crisis management exercises and simulations
- Establish communication protocols for internal and external stakeholders

## Crisis Detection and Assessment

- Implement systems for early crisis detection and monitoring
- Develop processes for rapid assessment of crisis situations

## Crisis Response and Execution

- Activate the crisis management plan when necessary
- Coordinate response efforts among designated personnel and teams
- Implement appropriate actions to mitigate the crisis impact
- Communicate regularly with stakeholders to provide updates and guidance



## Recovery and After-Action Review

- Assess the effectiveness of the crisis response and identify areas for improvement
- Develop and implement recovery plans to restore operations and reputation
- Conduct a post-crisis review to learn from the experience and improve future crisis management

