

**CRISIS RESPONSE TEAM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position in the organisation** | **Responsible for** | **Phone numbers (also private numbers)** | **Mail addresses** |
| Spokesperson | Responding to all media enquiries…. |  |  |
| Director/CEO | Financial decisions above [currency and number]Response team management Safety and well-being of employees Minimalising impact of crisis on organisation….. |  |  |
| Deputy Director | …. |  |  |
| Manager Finance | Organisation’s financial stability during a crisis event…. |  |  |
| Manager …. | …. |  |  |
| Manager…. | …. |  |  |
| Legal officer | Advice and legal support to all members on liability, lawfulness, and other legal matters…. |  |  |
| Human Resources specialist | Development and implementation of services designed to support affected employees during and after the crisis…. |  |  |
| Communication officer/advisor, social media specialist | Communications to the general public, beneficiaries, staff, the media…. |  |  |
| …. | …. |  |  |