

Insert Company Name

Roles and responsibilities

Role	Name	Position	Contact details
Internal and Executive Communications Lead			
<i>Alternate</i>			
Roles to assign: <ul style="list-style-type: none">• Internal communications• Executive communications• Stakeholder communications• Writer• Team support/administrator			
External Communications Lead			
<i>Alternate</i>			
Roles to assign: <ul style="list-style-type: none">• Media communications• Digital communications• Media monitoring• Social media monitoring			

Comms CAT support

Insert Company Name

Members of the Corporate Crisis Communications Team may be called to support as 'in-house' consultants/experts where required. External agencies/vendors may also be called in to support where appropriate.

Role	Name	Position	Contact details
Corporate Crisis Communications Team			
Social media support			
External agencies/vendors			
Company	Role	Contact name	Contact details

Key internal stakeholders (e.g., notification requirements, approvals etc.)

Position	Name	Contact details	Role (if appropriate)
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HR VP			
Business Resilience			
Legal			
Corporate			
Corporate Comms VP			
Corporate VP External Comms			
Corporate Director of Crisis and Reputation (Corporate Crisis Comms)			