WORKSHEET

Assemble Your Team

Team assembly protocol details and logistical guidelines

Clearly lay out how the response team will come together in the event of a potential crisis. Fill out the operational parameters below.

Initiation authority

Who initiates the response team assembly?
Specify the roles / individuals authorized to declare a potential crisis and trigger team assembly, e.g., Key Decision Maker, Internal Coordinator upon field report, etc.

Notification method

How will team members be notified?
Define the communications method, e.g., phone tree order, specific communications app like Slack/ Teams, mass text alert system, or automated pager.

Engagement location

Where will you engage IN-PERSON?
e.g., Main Office, Conference Room B

Where will you engage VIRTUALLY?
e.g., Dedicated Zoom link, phone bridge line, Microsoft Teams channel

Backup team integration

Who are the members of the backup team?
List backup personnel if they are different from primary contacts.

How will they be brought into the team?
Detail the trigger for integration, e.g., if a primary member cannot be reached within 15 minutes or if the duration of the crisis requires shift rotation.

Activation instructions and immediate next steps

1. **Alert:** Key Decisionmaker notifies team members to convene via the designated emergency channel.
2. **Assess:** Gather initial facts on the incident to determine if the criteria for full crisis activation are met.
3. **Convene:** Hold an immediate briefing to establish the operational cadence and assign initial objectives.