## **Crisis Management Team Meeting Template**

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| Crisis Management Minutes | Date | |  | |
| Details | | | | |
| Crisis |  | | | |
| Meating type | In person / phone / virtual | | | |
| Meating Location |  | | | |
| Participants | | | | |
| Name | Organisation | | Contact No. | Role |
|  |  | |  | Team Leader |
|  |  | |  | Deputy |
|  |  | |  | Spokesperson |
|  |  | |  | Scribe |
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|  |  | |  |  |
| Are sufficient skills on the CMT Yes/No | | | | |
| If No, what additional skills are needed | |  | | |
| What are the facts! | | | | |
| Regions involved |  | | | |
| Tonnes Potentially Effected |  | | | |
| Are they PIZ/PRZ |  | | | |
| Does region have capacity to respond? (Strength of local association with staff) |  | | | |
| Other issues considered |  | | | |
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| Stakeholders | Contact Details | | Contacted? | |
|  |  | | Yes / No | |
|  |  | | Yes / No | |
|  |  | | Yes / No | |
|  |  | | Yes / No | |
|  |  | | Yes / No | |
|  |  | | Yes / No | |
|  |  | | Yes / No | |
|  |  | | Yes / No | |
|  |  | | Yes / No | |
|  |  | | Yes / No | |
|  |  | | Yes / No | |
|  |  | | Yes / No | |
|  |  | | Yes / No | |
|  |  | | Yes / No | |
|  |  | | Yes / No | |
|  |  | | Yes / No | |
|  |  | | Yes / No | |
|  |  | | Yes / No | |
|  |  | | Yes / No | |
|  |  | | Yes / No | |
| Worst Case Scenario | | | | |
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| Identify Priorities | | | | |
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| Objectives | | | | |
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| Response Options | | | | |
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| Communications | | | | |
| Key Messages | | | | |
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| Spokesperson/s | Phone | | email | |
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|  |  | |  | |
| Media Release crafted | | | Yes / No | |
| Media Release Approved by Team Leader | | | Yes / No | |
| Media Release Approved by CEO Wine Vic | | | Yes / No | |
| Is there a need to set up Hotline/Helpline | | | Yes / No | |
| Actions | | | | |
| Action | Responsible | | Due Date | Completed |
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| Next Meeting | | | | |
| Agreed frequency of meetings | | | Days / Weeks | |
| Date, time of next meeting | | |  | |
| Location of next meeting | | |  | |
| Minutes of this meeting circulated to all members (date time) | | |  | |
| Other details | | | | |
| Location of filed documents | | |  | |
| Wine Victoria CEO forwarded minutes | | |  | |