## **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 |  |