

Communications Channel Checklist

Last Revision Date:

The Communications Channel Checklist is a tool to help ensure that crucial information concerning the emergency closing of **XXX** is broadcast across all relevant communications channels. This checklist should be used in accordance with the policies set-out in the organization's Emergency Closure document.

Communications Channel	Assignment
Formulate Emergency Message	Communications Director
Approve Emergency Message	Executive Director or Designee
Text/Email Staff and Office Appointments	Communications Director
Website Update	Webmaster
Social Media: Facebook	Communications Assistant
Social Media: Instagram	Communications Assistant
Email Main Contact List	Communications Assistant
Record Emergency Closure Phone Message	Receptionist
Post Closure Information at Entrances	Communications Assistant