

# Board Crisis Communication Guidelines

Date: [Insert Date]

To: [Insert Board Members' Names]

From: [Insert Your Name/Title]

Subject: Crisis Communication Protocols

## Introduction

This document outlines the communication guidelines for the Board of Directors during a crisis.

### 1. Immediate Action Steps

- Assess the situation and gather information.
- Designate a spokesperson for all communications.
- Notify all board members of the crisis status immediately.

### 2. Communication Channels

Utilize the following channels for communication:

- Email for urgent updates.
- Secure messaging platforms for sensitive discussions.
- Scheduled conference calls for real-time updates.

### 3. Internal Communication

Ensure that all internal staff are informed through a coordinated message prepared by the spokesperson.

### 4. External Communication

All external communications must go through the designated spokesperson to ensure consistency.

### 5. Monitoring the Situation

Regularly review updates and adjust communication strategies as necessary.

## **Conclusion**

Effective communication is crucial during a crisis. Please familiarize yourselves with these guidelines and be prepared to act swiftly.

Sincerely,

[Your Name]

[Your Title]