

Assignment Sheet

WEB

Assigned To: _____

Tasks:

Done

1. **Format content** materials developed by the communication team and publish on the organization's Web site. _____
Expect to start publishing information within one to two hours of activating the crisis action plan for the event.
Make sure everything published has been released first.
2. Create links to other **governmental agency Web sites** that also will have information about the event. _____
3. Prepare to **update your Web site** as frequently as information changes. This could be hourly. _____
4. **Release information** to other partner Web site operators as you have it. _____
5. Begin developing **special Web pages** for the event, if the emergency warrants it. _____