

Sample Crisis Planning Checklist

This checklist is intended to help you mark down the potential events that may happen at your financial institution. This is not meant to be an exclusive list, but to help you get started on defining the probability and impact of events so you can plan ahead.

Understanding Probability/Impact Levels:

Level 1 (Problem): Staff Responds (Preapproved Response)

Level 2 (Problem): Staff/Manager Responds (Unique Response)

Level 3 (Problem/Crisis): Follow Level 2 or Level 4 (Depending on Situation)

Level 4 (Crisis): Notify Executive Team + Response Team

Level 5 (Crisis): Involve Executive Team + Response Team

CRISIS 1: Product Down

Brief Detail:

Probability (1-5)

Brief Detail:

Impact (1-5)

Brief Detail:

CRISIS 2: Natural Disaster

Brief Detail:

Probability (1-5)

Brief Detail:

Impact (1-5)

Brief Detail:

CRISIS 3: Data Breach

Brief Detail:

Probability (1-5)

Brief Detail:

Impact (1-5)

Brief Detail:

CRISIS 4: TBD

Brief Detail:

Probability (1-5)

Brief Detail:

Impact (1-5)

Brief Detail: