OWIG RISK

Steps to Engage Your Staff in CRISIS PLANNING

Keep the Plan Simple and Clear

Make sure the crisis plan is **EASY** to understand and accessible. Focus on who does what and how to communicate during a crisis. Keep it short and simple, and make sure everyone knows where to find it.

Get Staff Involved with Quick, Low-Effort Activities

Engage staff with short activities, like quick brainstorming or discussing what they'd do in a crisis. For example, ask in meetings, "*What would you do if we lost access to our emails?*" Keep these discussions brief, no more than 10-15 minutes.

Practice with Fun, Short Drills

Hold mini practice sessions to simulate crises (e.g., "What's the first thing you do if the power goes out?"). These drills should be quick, like role-playing for **10 minutes**, so staff can practice their responses without taking too much time.

Stay Consistent and Ask for Help if Needed

Give regular, simple updates at team meetings to keep the plan fresh. Use easy communication channels like Slack or WhatsApp for crisis updates.

If you feel your crisis plan could be more detailed or you're unsure about managing risk, reach out for expert advice. A risk management plan can help identify specific risks your nonprofit faces and outline clear responses for every situation.