

Event Response Matrix and Assessment Worksheet (FOR USE DURING EVENT PHASE)

Purpose

The [Event Response Matrix](#) and [Event Assessment Worksheet](#) are tools to guide decisions about the communication response (hours of operation for a communications center, level of support, etc.) according to the event's crisis level. Use this tool during the event phase to do a quick assessment of any event crisis level and the appropriate communication response.

Instructions

1. Using the "Event Assessment Worksheet",
 - briefly describe the event at the top of the worksheet
 - review each event criteria in Column C
 - check the boxes in Column A for those criteria that apply to this event
2. Using to the "Event Response Matrix",
 - review the check box pattern instructions (far left column) according to the boxes you checked in Column A of the worksheet.
 - note the corresponding Crisis Level (A, B, etc.), Description and Recommended Communication Response on the Event Response Matrix.
3. Based on your knowledge of the event, determine if the course of action recommended in the Event Response Matrix is appropriate.