

3. Maintain records.
 1. Develop a communication strategy to manage the narrative internally and externally.
 2. Have a contingency plan to manage potential fallout, including a crisis communication plan. Use Crisis Management Event Form for large-scale events.
 3. Monitor media coverage and stakeholder feedback to assess the impact, list lessons learned and hold post-event meeting with key stakeholders for future event planning.

If you have any inquiries regarding this document, please contact the Office of Risk Management at orm@ontariotechu.ca.

