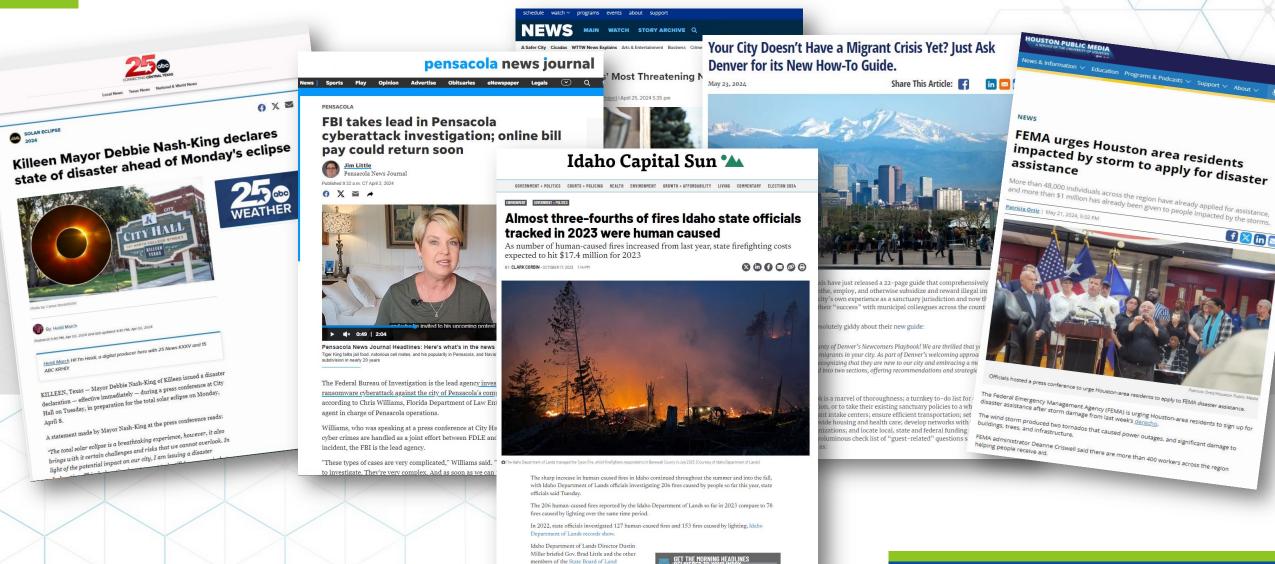


# **Communicating During a Crisis**

Working with reporters, elected officials, and the community



## A crisis is only a matter of time



# **Working with executives**









## Practical advice – stay calm, be focused

### Provide information you know is critical

- Prioritize and discuss key information first
- Stick to facts, avoid speculation, rely on your experts
- Be transparent, don't fear negative repercussions
- Early information can be inaccurate and will change
  - Convey: Official sources are the most accurate

## Keep your messages short and understandable

- What happened?
- What are you doing about it?
- What concerns do you have?
- Are there injuries, fatalities, evacuations, risks, etc.
- What do you need the executive to do?
- What resources do you need to restore order?

## Practical advice – know your audience

### A crisis impacts people differently

- Empathy is critical; recognize the crisis' true impact
- Identify key contacts and be efficient
- Understand the executive's preferences for information

### Anticipate questions and develop answers

- Use your communications staff to develop talking points
- Provide vetted solutions or next steps
  - Present the preferred option first
- Avoid over-verifying key information

## Practical advice – communicate with confidence

#### Know how to deliver the information

- Tell the executive they are the first to know
- Meet in person, if possible
- If it's safe, show the scene
  - Consider a tour, flyover, or visual aids
- Be confident and positive, not arrogant

### Allow your audience to respond

- The executive's opinion matters
- Expect both silent and vocal responses
- Push back respectfully if the executive oversteps
- Provide frequent updates and a 24/7 contact
- Follow-up on their questions

# Working with the media









## Practical advice – the value of media interactions

#### Media interviews are just conversations

- Interviews should be taken seriously, but remember...
  - Reporters are people with a job like you
  - The press is a conduit to the public
  - Be cool, calm, collected, and focused

### Address the topics that could be easily misunderstood

- Provide background information in simple terms, phrases
- Identify key information and desired actions
- Communicate at an 8<sup>th</sup> to 10<sup>th</sup> grade level
- Avoid jargon, acronyms, or unfamiliar phrases

## Practical advice – stay calm, on target

## Address the underlying concern of the <u>audience</u>

- Anticipate tough questions and prepare answers
- Ask: What would I want to know

## Practice your talking points, if possible

And rework points to ensure clarity

### How you look, act, and behave is important

- volume, clarity
- pace/rhythm/pitch
- facial expressions/eye contact
- posture
- gestures
- dress/grooming
- distractions



## Tips for getting unstuck

- Dodge You can say things like:
  - "That's not a decision for me to make..."
  - "That's not my area of expertise..."
  - "I can't speak to that topic, but let me say this..."
- Bridge You can say things like:
  - "That's a great question"
  - "Let me start by answering your first question"
- Rewrite the Question You can say things like:
  - "I would tell the community that..."
  - "I don't believe that's a fair representation of the situation..."
- Follow-up
  - If you don't know the answer, that's okay. But get back to the reporter
  - Consider using the time at the end of an interview to reinforce your message

# **VIDEO:** Tim Cook – dodging example



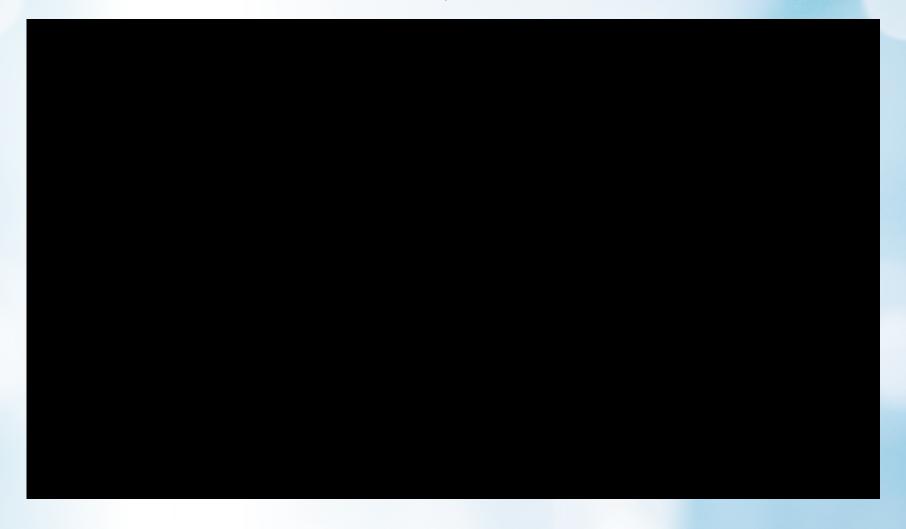
# VIDEO: Gina Raimondo- bridging example



## **VIDEO:** Angela Davis – rewriting the question



# VIDEO: Bob Jordan – CEO, Southwest Airlines





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