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ENTERPRISE RISK MANAGEMENT: RISING FROM THE ASHES

RESILIENT BY DESIGN:
THE FUNDAMENTALS OF
CRISIS COMMUNICATIONS

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AND

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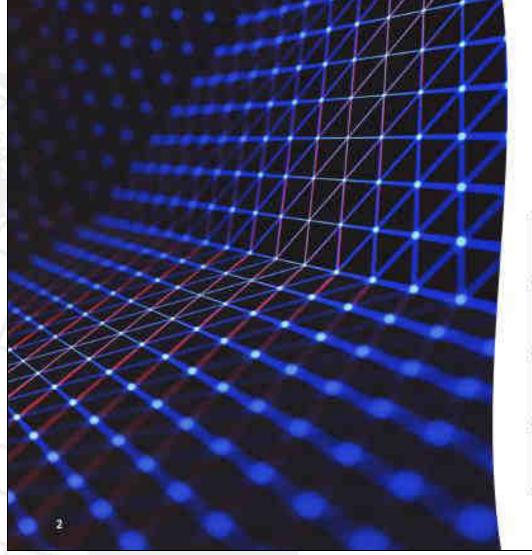




An Expanded Enterprise Risk Management Mandate







ERM: The Nuts and Bolts

Enterprise Risk Management Framework

Risk Register

Risk Heat Map

Risk Mitigation Strategies

Key Risk Indicators Risk Training and Risk Culture Preventive, Detective and Corrective Controls

Near Miss Incident Reporting

ERM Maturity Review Risk Appetite Statements Risk Governance, Risk Owners and 3LD

Risk Categories

Risk Vectors: Likelihood and Impact Inherent, Residual and Target Risk

Risk Dashboard

Risk Treatment: Avoid, Transfer, Accept or Reduce





The Broader ERM Framework







Industry Needs

Crisis Communications: Crisis Comms Framework (including Crisis Comms Playbook), Crisis Comms Simulation Exercises (including Media Event), Crisis Reputation Repair and Recovery Strategy.

Enterprise Risk Management: Risk Sensing & Anticipation Framework (including conduct of Scenario Planning Exercises).

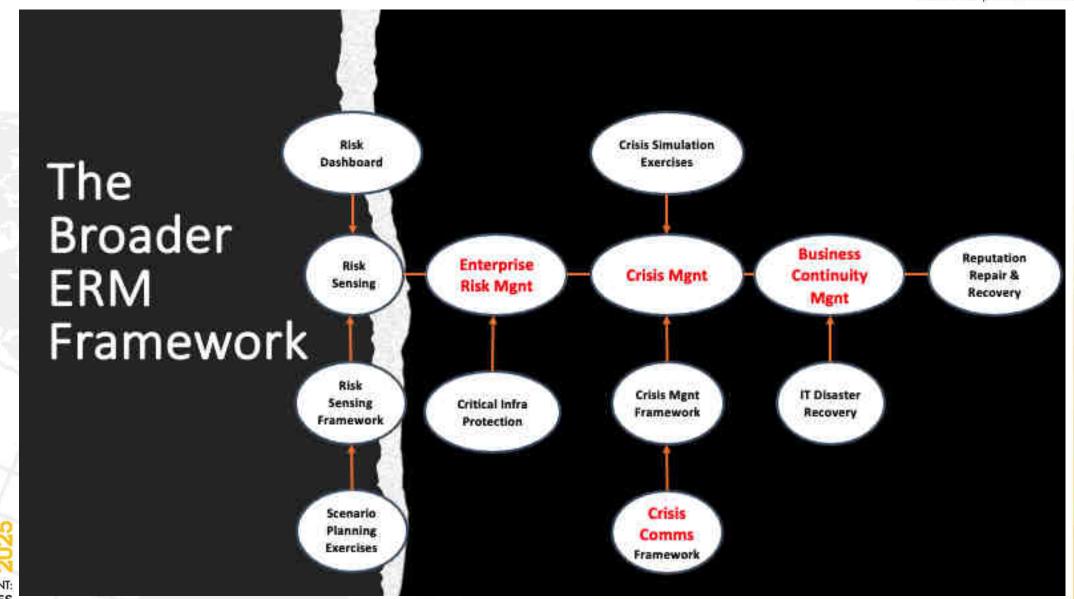
Critical Infrastructure Protection: Risk Sensing Framework for New and Emerging Threats.

Incident, Crisis and Business Continuity

Management: Crisis Management Framework, Crisis
Simulation Exercises (including use of a Crisis
Simulator and Digitised Crisis Management Platform).



















An overview of Crisis Communications

Principles of Crisis Communications

Stakeholder Mapping

Comms Channels

Crisis Comms Roles and Responsibilities and Chronology

Crisis Comms Checklist

1. General Crisis Comms Principles Understand how a comprehensive Stakeholder Map is developed.

2b. Media Relations

2c. Employee Engagement

3a. Examine a range of Channels and Platforms

3b. Understand the metrics that show how specific Charmels and Platforms are performing 4a. Understand the roles and responsibilities of crisis comms feares. 4b. Understand the importance of a crisis comms timeline. 5. Understand the key elements of a crisis commit checklist and which elements belong to the Before During After phases of a crisis

Crisis Comms Matrix

Trendwatch Dashboard and Common Operating Picture

Reputation Repair and Recovery

Crisis Comms Manual

Maturity Surveys

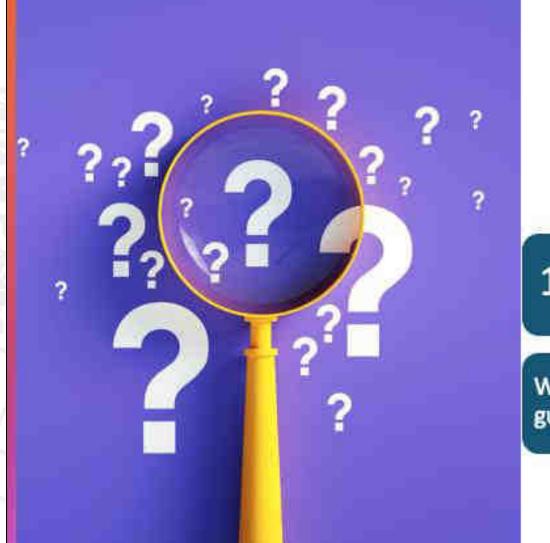


 Understand the concept of News Value Factors and of a FR Risk Scale, and appreciate the value of a Crisis Comms Template

7a. Understand the key elements of a Trendwatch Dashboard 7b. Appreciate the value of a Common Operating Picture and communications logs. 8. Understand the critical need for a Reputation Repair and Recovery strategy, to rebuild trust and confidence in the organisation and its brand Understand the need for a Crisis Commis SOP. Start with a Basic document and then move on to developing an Advanced version Perform a Gap Assessment and see where you are at for Crisis Management and Crisis Communications







1. Crisis Comms Principles

What are the underlying principles and guiding fundamentals?





Be First

 The first source of communication often becomes the source against which all others are measured.

Be Right

Accuracy is critical to credibility.

Be Credible

 Honesty is fundamental to maintaining trust.

Express Empathy

 Emotion cannot be countered with facts. People must first know that their leaders care.

Promote Action

Crisis

Comms

Principles

 Giving people samething specific to do restores a sense of control over out-of-control circumstances.

Show Respect

Lack of respect for a public in crisis undermines trust.







Be First

The first sources of communication often becomes the sources against which all others are measured.

Consistency

Transparency

Be Right Accuracy is critical to credibin Accountability • Giving people something specific

Be Credible

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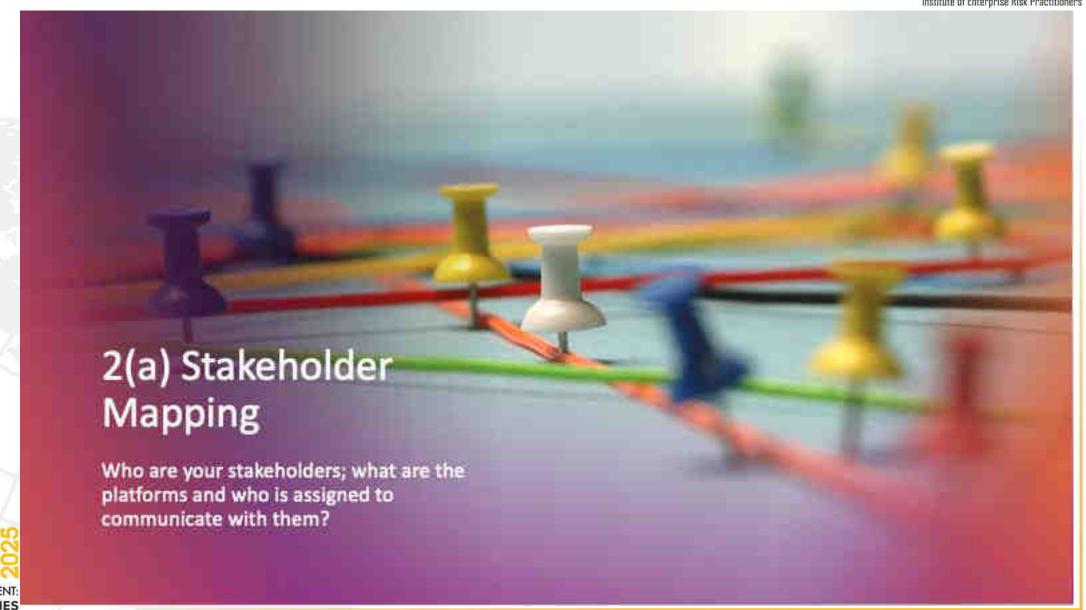
Show Respect

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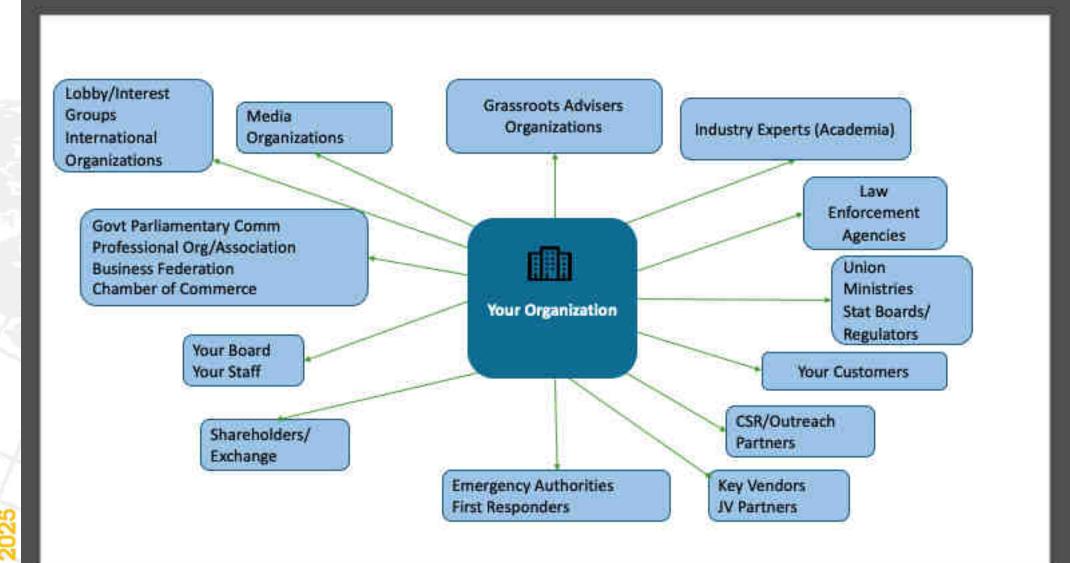
Source: https://www.pmawsonline.com/crisis-principles-pdc





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		Communications Medium				
Audiences	Develop message (Central)	Approve message (Central)	Customize, Deliver and Respond to message (Delegated)	Option 1	Option 2	Option 3
Tier 1 Grouping						
						II.
Tier 2 Grouping						
Fier 3 Grouping						
		<u> </u>				



Stakeholder, Platform and Responsibility Map











Print and Broadcast (across all four languages)

Your Organisation

Mainstream Media

Digital and Social

Direct Appeal:

- Advertorials
- PR Campaigns
- Digital Media (PR News)
- Social Media (Apps)
- OOH Network
- Surveys
- Mail Drops
- Organic Service Comms

Mainstream Media

Local and International

Social Media

Alternative News Sites

Advocates Ambassadors Influencers



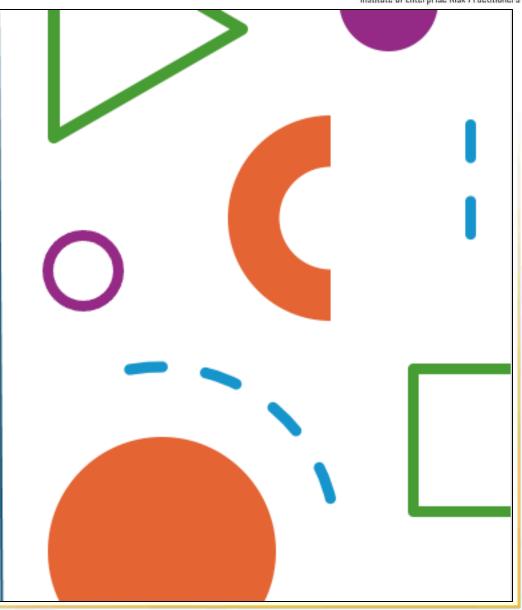
- Trade (Industry) Media
- Financial Media
- Analysts





2(c) Internal Comms and Employee Engagement

What are your internal communications channels and staff communications strategy?









Internal Communications Strategy

- Engage your staff
- · Take the issue head-on
- Be considerate
- Be tireless
- Collect feedback
- Be serious about the follow-up
- Be careful about your profile











Social Media Platforms:

Facebook, X, YouTube, Instagram, LinkedIn, WhatsApp, TikTok and Blogs

Digital Platforms:

Website and App(s)

Corporate Updates:

Annual Reports, Publications and Campaigns

Community Engagements:

Learning Journeys, CSR Initiatives and Outreach and Engagement Activities

Stakeholder Engagements:

Government Parliamentary Committees, Grassroots Advisors and Advocates

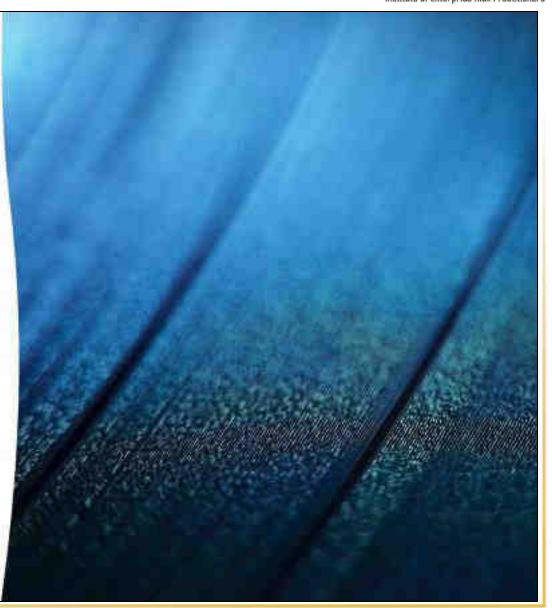
Special Event Outreach:

Special Inaugurations, Special Anniversaries and Bicentennials

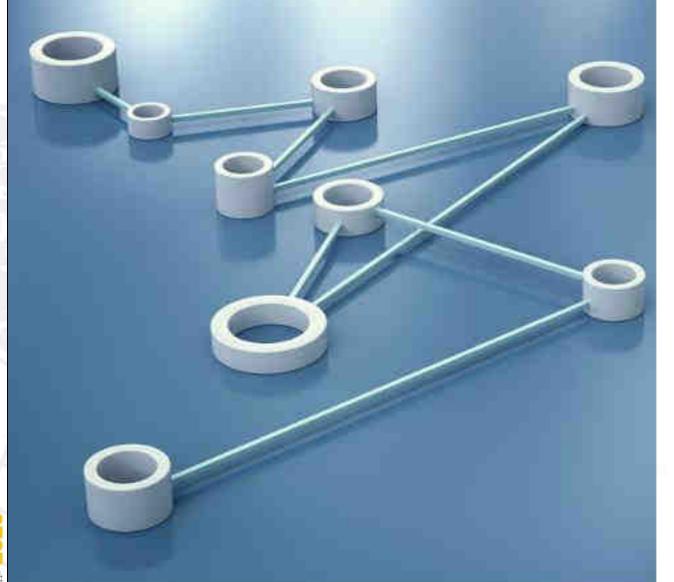
Customer Engagements:

Improved (digital) touch-points, reaching out to where the customers are at and customer focus groups









3(b) Communications Metrics

Sharing of metrics for communications platforms





Each platform has its own back-end analytics. The effort should extend to all digital and social media platforms and channels you own and use: Facebook, X, YouTube, Corp Website, LinkedIn, Blog, App(s), WhatsApp, Instagram and TikTok. There should be proactive online efforts to bridge perception gaps and proactive online efforts by advocates. Use total no. of social media mentions as the barometer for each serious incident.

Traditional Media:

Tonality (positive, neutral and negative), share of voice, no. of pieces of positive news per day, and no. of stories you have managed to keep out of the media glare.

Facebook:

Increase in FB fans, increase in positive comments about the brand, decrease in negative comments about the brand, increase in engagement rates on FB, increase in netizens correcting other netizens, and higher FB engagement rate vs. competitor

Video:

Reach, Likes, Shares, Comments and Views for organic videos and Cost per thousand impressions and Cost per click for boosted videos. Reach for Infographics shared on social media. For videos, a no. of platforms such as Cinema Screens, Captive Media (Focus Media), ST Online, meWATCH (Toggle) and Channel 5 can be used to amplify.







4(a) Crisis Comms Team: Roles and Responsibilities

How is your crisis communications team structured?





Corp Marketing & Comms Dept

Internal Communications

Media & Marketing Communications Community Engagement & Corporate Social Responsibility Corporate Communications New Media Communications



Crisis Comms Group

Message Development and Dissemination **Media Relations**

Media and Community Engagement Internal Coordination Media Monitoring Social Media Management





Crisis Comms Group

Message Development and Dissemination

✓ Ensure consistency of messaging across all channels and

platforms used

for comms

✓ Using Apps, Social Media, Specialised Channels, Network to inform public and media

Media Relations

✓ Preparation of Media Releases and Press Statements

- ✓ Preparation for Door-Stops/Press Conferences
- ✓ Preparation of Spokespersons
- ✓ Working with Regulator/ Ministry on press statements, press conferences and door-stop Interviews

Media and Community Engagement

✓ Media and Community engagement on site

√ E-mail updates to staff

coordination

and Customer

with Operations

Relations Groups

√ Internal

Internal

Coordination

Media Monitoring

- watch on media reporting and social media commentary
- ✓ Monitor the ground reactions to dynamically improve comms

Social Media Management

✓ Addressing Perception Gaps and Misinformation









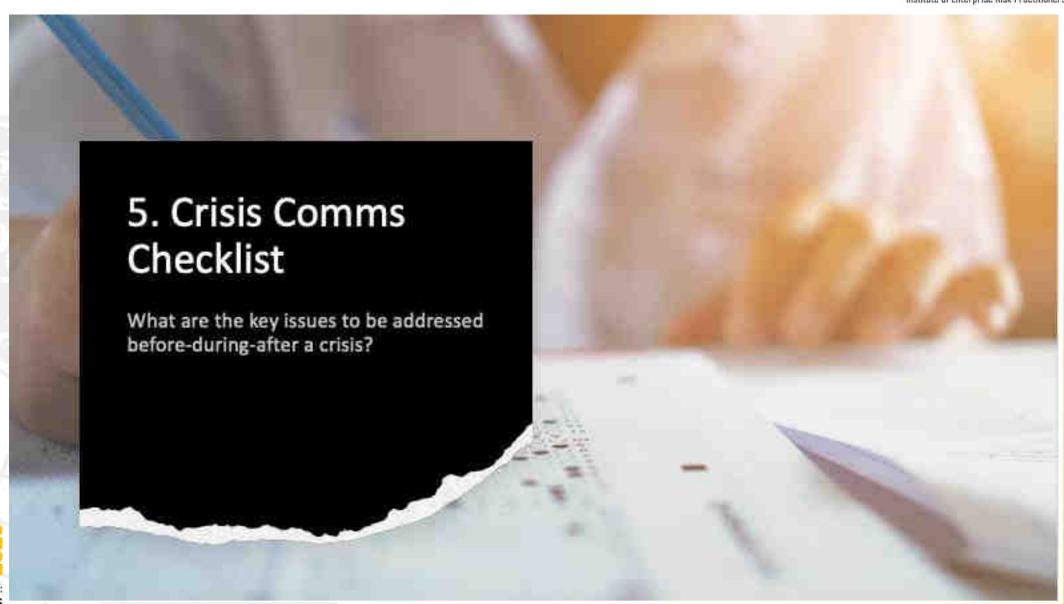


Chronology to Information Updates			
Information Updates	Time (T= time of incident)		
First Announcement e.g. Twitter (Blow-by-Blow Account)	T + 5 Minutes		
First Social Media Post e.g. Facebook (Repository for Media Releases)	T + 20 minutes		
First Press Statement	At start of recovery phase or no later than T+1 hour		
Door Stop Interview	During recovery phase or no later than T+12 hours		
First Press Conference	To announce preliminary investigation results T+2 days		
Second Press Conference	To announce complete investigation results T+2 weeks		



Crisis Comms Timeline: Sample









Before: Stakeholder Mapping and Crisis Comms Preparation Before-During: Media and Info Management During-After: Rebuilding trust and confidence Before-During-After: Keeping your finger on the pulse

- · Stakeholder Environment
- · Regulatory obligations
- Crisis Management SOPs
- Crisis Communications Manual
- Comms Team in Crisis Mode
- Spokespersons in Crisis Mode

- Employee Engagement
- Media Engagement
- Information Management
- · [Not] Setting Precedents
- Debriefing and Learning
- Rebuilding Trust and Confidence
- Legal considerations and implications

- · Management Dashboard
- Describes trends and leading indicators
- · Alerts can be customised
- Metrics and analytics from digital, social media and traditional media sources
- SEO
- Cross analysis





6. Crisis Comms Matrix

How would you define the public relations risk rating of scenarios based on news value factors? How would this impact the organisation's response?





Risk Scenarios

For the respective risk scenarios, the team could assess the public relations risk rating based on the applicability of news value factors. This would provide guidance on the level and extent of response required as a structured approach to managing the crisis.

Index	Organisation's Response Scale	Risk Scenarios	News Value Factors						1
			Negativity	Proximity	Recency	Currency	Continuity	Uniqueness	PR Risk Rating
1.1	2	Major power failure or blackout	×	×	×	×	×	×	7
2.1	1	Major Accident with fatalities	×	×	×	×	×	×	11
3.1	2	Employees going on strike/mass walkout	×	×	×	×	×	×	7





Crisis Comms Templates



Key Messages

Supporting Messages

Holding Statements

Media Releases

Social Media Posts: Facebook Social Media Posts: Twitter

Media QfiAs

Templated responses for public announcements and hotlines







7(a) Trendwatch Dashboard

What would be the key components of your monitoring and reporting dashboard?







Sensing for Risks

Stats-at-a-Glance

Daily Ops Data

Critical Performance Data

Cumulative Trends Traditional Media

Social Media

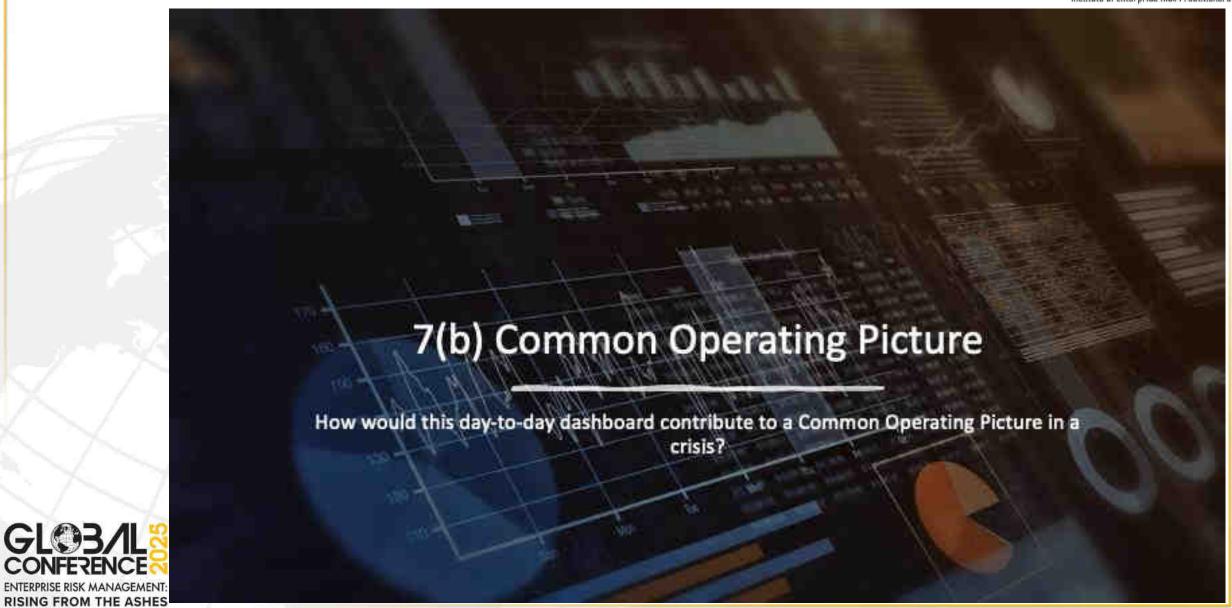
Customer Relations Feedback

Compliments vs Complaints

Search Engine Optimisation

Leading Indicators





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Common Operating Picture

Customer Relations Monitoring	Media Monitoring	Ops & Key Decisions Log	Comms Log: Media	Comms Log: Key Stakeholders	Internet - mainstream and social media
CCTVs covering multiple locations		WARREST COLORS AND ADDRESS OF THE PARTY OF T	Digital image of	Map/Schema/ Digital Image of Point Location	Breaking News - TV







8. Reputation Repair and Recovery

Is your Enterprise set up to Rebuild Trust and Confidence?

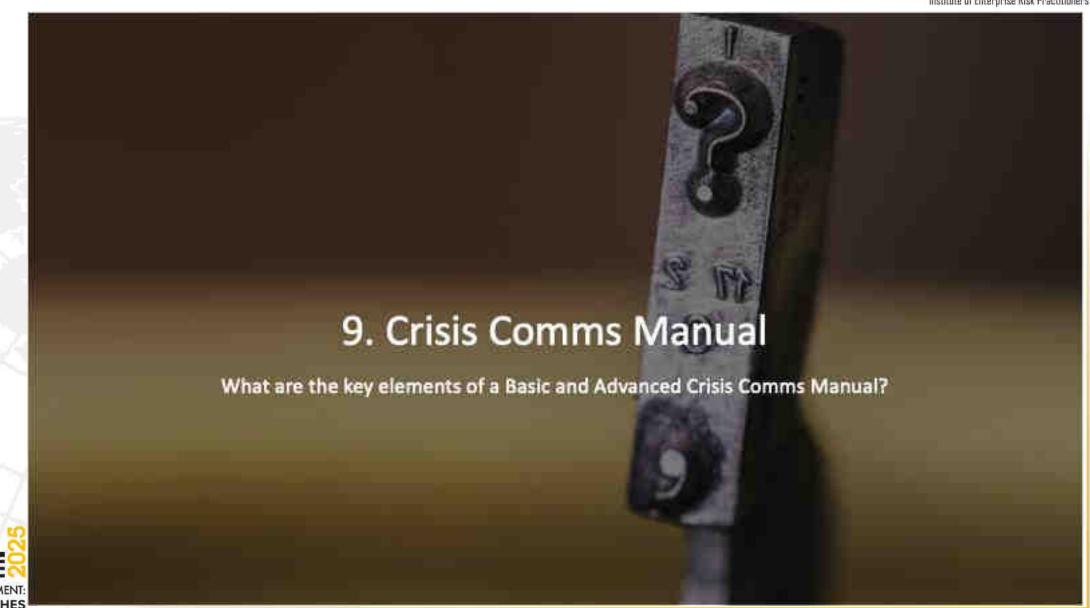






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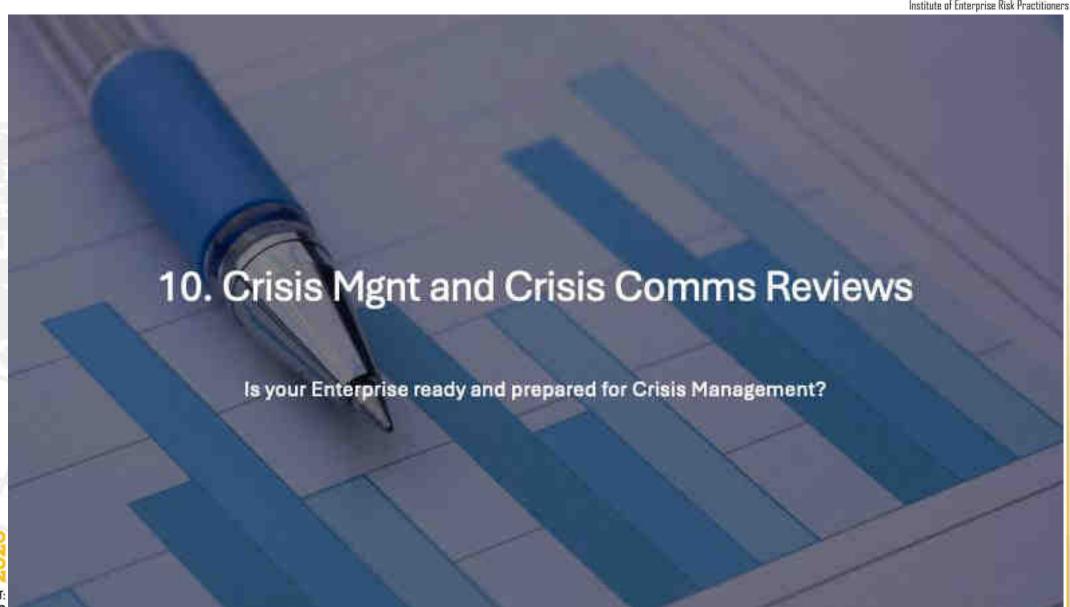
- Principles of crisis communications
- Stakeholder Mapping and Engagement Strategy
- Chronology to information updates
- 4. Crisis Comms Team: Critical Roles

- Crisis Comms Matrix;
 Risk Scenarios, News value factors and Templates
- 6. Trendwatch Dashboard
- 7. Common Operating Picture
- 8. Crisis Comms Checklist

Basic Crisis Communications Manual











Crisis Mgnt Review

- Do you have a clear sense of your complete stakeholder environment?
- Do you have your finger on the pulse? Do you get a daily ops report; a daily media monitoring report?
- Do you have a dashboard that gives you true situational awareness, where you receive alerts to disturbing trends, where you can dive deeper; two, three levels or more to look into issues of concern to you?
- Do you have an integrated emergency management plan? (Operational Incidents, Terrorist Incidents, Criminal Incidents, IT Incidents and Denial of Access/Prolonged Disruptions)
- Do you have crisis management SOPs and a crisis management team in place? Are they regularly rehearsed?
- Do you have a joined-up enterprise risk management process? (Corporate Strategy: Action Plans, Crisis
 Management and Crisis Communications, Control Self Assessment [Internal Controls], Internal Audit Processes,
 Business Continuity Management, Integrated Reporting, Material Sustainability Issues)
- Are you anticipatory when it comes to risks and opportunities? Do you have a risk sensing process in place?
- Do you pay attention to SEO and SERP?
- How do you rebuild trust and confidence after a crisis?





Crisis Comms Review

- What is your strategic narrative and message pillars?
- How do you organize your comms team? Can your team transition quickly into its crisis role?
- What do you insource and outsource?
- Do you have a crisis comms manual in place?
- What metrics do you use to gauge how well you're doing on traditional, digital and social media channels? What metrics do you use for your organic and paid campaigns? What visualizations are helpful to you?
- What digital and social media platforms do you use? What are their strengths and weaknesses? What can the
 platform analytics tell you? Have you done an audit of your digital and social media platforms? Are your platforms
 optimized for SEO? Are your media releases optimized for SEO? Have you even done an SEO audit? Are you
 keeping abreast of the constant changes to Google's search algorithms?
- If you're mounting a national campaign, do you have a complete catalogue of all the engagement levers and channels you should use?
- Do you have brand ambassadors, advocates and influencers?
- Do you monitor and address perception gaps?
- Do you have a good sense of your media landscape?







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