## **Major incident press release template**

**By**

**Getsirv.com**

[YOUR ORGANISATION NAMR] is sorry to say its business at [LOCATIONS EFFECTED] has been:

* Temporarily closed owing to [INCIDENT DESCRIPTION]…… [OR]
* Closed for the foreseeable future owing to [INCIDENT DESCRIPTION]…......... [OR]
* Suspended OWING TO [INCIDENT DESCRIPTION] ..................[OR]
* Other

The incident began [TIME] on [MONTH] [YEAR]

**Our Employees**

Employees will be contacted by their manager, if they’re not contacted within [X] hours they should call the number below.

[NUMBER OR VISIT XXXX]

**Relatives and Friends of Employees**

If you have any concerns, please call [NUMBER OR VISIT XXXX]

**Customers and Suppliers**

If you have any concerns, please call [NUMBER OR VISIT XXXX]

* There have been no injuries/fatalities [OR]
* There have been injuries/fatalities totalling [NUMBER OR VISIT XXXX]

The Police / authorities / H&S Executive are investigating the cause of the incident with the full co-operation of the organisation.

We are implementing a business recovery plan and are contacting:

[YOUR ORGANISATION] has a business resilience plan and it has been invoked. Contact can be made at .................................................. Tel ................................ from ..........am/pm on ..........................

A further announcement will be made as soon as possible.