



OWIG RISK

# SAMPLE TEMPLATES



## STAFF MESSAGE (INTERNAL ONLY)

Subject: Immediate Internal Update – Please Read

**Hi Team,**

We're currently aware of a situation that requires immediate attention. Please know we are actively managing it and will keep you informed as we learn more.

In the meantime:

- Direct any questions or concerns to **[Crisis Point Person – Name + Contact Info]**
- Follow any instructions from your supervisor or leadership
- Do not share any information publicly or on social media

Your safety and clarity are our top priorities. Thank you for staying focused and calm.

– [Your Name / Title]

## STAFF MESSAGE (INTERNAL ONLY)

Subject: Crisis Awareness & Next Steps

Dear Board Members,

We want to make you aware that a situation has occurred that we are actively assessing and responding to. While details are still developing, please be assured that:

- Our team is following our crisis response protocol
- We have designated a point person to manage communication and updates
- Our priority is safety, transparency, and continuity

We will continue to share updates as we have them. Thank you for your trust and continued support.

– [Your Name / Title]



# SAMPLE TEMPLATES



## SOCIAL MEDIA POST

### **Subject: Immediate Internal Update – Please Read**

We are aware of a situation that has come to our attention and are currently looking into it. We take every situation seriously and are working to understand and address it appropriately.

**Reminder:** During a crisis, it's important to keep all communication **short, clear, and consistent**. Only share confirmed *facts and avoid guessing or overexplaining*. Make sure your team knows who the main point of contact is so everyone stays on the same page. Don't send constant updates. Only share new information as it becomes available. All messages, whether internal or public, should reflect the same tone and content. Avoid placing blame or making promises you can't keep. Focus on what your organization is doing to respond, and remind staff not to post anything on social media and leave all public **communication to leadership or your designated spokesperson**.

**Need Help? Email our team at [info@owiginc.com](mailto:info@owiginc.com)**