

# Critical Incident Communication Strategy

Date: [Insert Date]

To: All Employees

From: [Your Name]

Subject: Communication Strategy for Critical Incidents

Dear Team,

In the event of a critical incident, it is essential to have a structured communication strategy to ensure all stakeholders are informed and updated appropriately. Below is our communication plan:

## 1. Immediate Response

Designated communication leads will notify all employees through [communication method, e.g., email, text]. Include relevant details about the incident and immediate actions taken.

## 2. Ongoing Updates

Regular updates will be provided via [platform, e.g., company intranet, Slack] every [time interval, e.g., hour, day]. This will include the latest information and any changes to the situation.

## 3. Stakeholder Communication

Key stakeholders including management, partners, and clients will be briefed through [method, e.g., scheduled calls, meetings] to ensure transparency and maintain trust.

## 4. Post-Incident Evaluation

Following the incident, a debrief will take place to assess the effectiveness of our communication strategy and to make necessary improvements.

Your cooperation is vital to ensure our communication remains effective. Please familiarize yourself with this strategy and feel free to reach out with any questions.

Thank you for your attention to this important matter.

Sincerely,  
[Your Name]

[Your Position]  
[Your Company]