

# Crisis Communication Template

**NOTE:**

*This template has been put together as a guide. Please ensure you customize and include any relevant legal requirements for your region.*

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**Subject:** [Urgent/Important] Update on [Situation]

Dear [Team/Employees],

We are closely monitoring the [wildfires/natural disaster] affecting our area. The safety and well-being of our team remain our top priority. Below are important updates and actions required:

**Current Situation:**

[Provide a brief overview of the situation, e.g., "The wildfires have led to road closures near our office. Air quality is currently rated as unhealthy."]

**Action Steps:**

1. [The office will remain closed on [Date(s)]. Please work remotely if possible.]
2. [Follow evacuation orders if you are in an affected area.]
3. [All employees should check in with their managers by [Time/Date].]
4. Remote employees: Please ensure your work environment remains safe and notify your manager of any disruptions. Keep in contact via [designated communication methods] to ensure you receive updates promptly.

**Resources and Support:**

- [Provide a link to safety resources or an internal FAQ.]
- [Contact [Name/Department] for assistance at [Phone/Email].]
- Remote employees: Access [online tools or shared resources] for additional support during the disruption.

We will provide updates as the situation evolves. Please stay safe and reach out with any concerns.

Best regards,  
[Your Name]  
[Your Title]  
[Company Name]

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**NOTE:**

*Please remove the following when using this form.*



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