This is a guide only. Refer to the caveats for use in the Communication Templates Guide document regarding case-by-case considerations for your club or organisation. Edit and delete any information highlighted before sending.

# Template Critical Incident – Death and/or Serious Injury Communication Template 1 – INTERNAL Stakeholder

### Email Template

Dear <Members/insert name(s)>,

Recently, we received news of a serious incident within our sports community.

After consulting with Choose an item, or delete and add your own, we can confirm that Choose an item, or delete and add your own of our members, <insert name(s) here if permission has been received> has regrettably Choose, an item or delete and add your own.

In light of this, our Critical Incident Response Team, consisting of <insert name(s)>, has been initiated. They are liaising with National Sporting Organisation to arrange the necessary support for everyone involved.

To help support you and all of our members we are <organising and/or providing> the following <delete or add details as appropriate>:

* The **Where to Seek Help** document - as attached.
* Organising a support gathering for anyone interested - with details <below/to come>. **<Only if decided as appropriate>**
* Access to professional mental health and wellbeing support.

<Insert gathering details.>

<Please also be advised that, Choose an item, or delete and add your own <remain as usual/cancelled>. If you feel that you cannot participate at this time – that is no problem at all. Please just let your Choose an item, or delete and add your own know.>

Should you need, there are a number of ways to get support. We encourage you to talk about your thoughts and feelings with your family and friends, get in touch with your GP or mental health care provider, reach out to me for information on where to seek help, utilise the attached **Where to Seek Help** document, or visit the [True Sport Mental Health and Wellbeing](https://sportwest.com.au/how-we-help/mental-health/) website for further information on where to go for help.

If you feel someone is at an immediate risk, or is in a life-threatening situation, call 000.

Should anyone approach you directly for information about this Choose an item., I encourage you to please direct them to <insert Critical Incident Response Team member name(s)>. You might say *“Thank you for your enquiry/concern. I won’t be making a comment but can I kindly direct you to <Critical Incident Response Team member name, role, and organisation/club contact email>”.*

Please do not hesitate to reach out to me directly should you have any questions, concerns or need some assistance with seeking support.

Take care.

With warm regards,

<insert name here>

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In an Emergency Dial 000

For support call Lifeline 13 11 14

or visit [True Sport – Community Links](https://www.sportwest.com.au/true-sport-mental-health-and-wellbeing-community-links-2/) for more services.

