CRITICAL INCIDENT ETOOLKIT FOR MENTAL HEALTH AND WELLBEING

TEMPLATE

CRITICAL INCIDENT – DEATH AND/OR SERIOUS INJURY

COMMUNICATION TEMPLATE 2 – EXTERNAL STAKEHOLDERS

This is a guide only. Refer to the caveats for use in the [**Communication Templates Guide**](https://www.sportwest.com.au/true-sport/files/MenHealth_TemplateGuide/) document regarding case-by-case considerations for your club or organisation. Edit and delete any information highlighted before sending.

Email Template

Dear <insert name(s)>,

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

After receiving permission from the Choose an item, or delete and add your own, we can confirm that Choose an item. of our members has regrettably Choose an item.

Should it be helpful to your sporting community, we attach the [**Where to Seek Help**](https://www.sportwest.com.au/true-sport/files/MenHealth_WhereFindHelp/) document.

Should there be anyone in your community who is seeking further support in relation to this matter, we are encouraging people to talk with their family and friends, get in touch with their GP or mental health care provider, utilise the attached [**Where to Seek Help**](https://www.sportwest.com.au/true-sport/files/MenHealth_WhereFindHelp/) 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 incident, 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>”.*

**<If decided as appropriate, add information about any support or gathering activities that external stakeholders are invited to.>**

To help support our members we are <organising a support gathering for anyone interested - with details <below/to come>. We welcome anyone who wishes to from your community to join us and we will share the details of the day, time and location for this with you in due course.

<Insert gathering details.>

Please do not hesitate to reach out to me or <insert additional member of Critical Incident Response Team> directly should you have any questions or concerns.

Take care.

With warm regards,

<insert name here>

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