(For use before more specific information is available for release):

**Date:** (date of issue)

**Time:** (time of issue)

(News Release Number)

(Summarise event in heading)

(Organisation name) **confirms that it has received a report of** (nature of event)**. According to the information received at this time, the [event] occurred at** (time and location)**. Reports indicate that** (any confirmed information on the event) **and that** (any initial measures) **measures are being taken to ensure the safety of** (team in the country, beneficiaries or specify as appropriate)**. The** (specify plan as appropriate) **emergency plan has now been activated** (and we are doing all we can to resolve this issue)**.**

**We will be providing further information as soon as it becomes available.** (Provide details on timing of any updates or briefings)**. The next** (briefing/update) **will be at** (location and/or time)**.**

**For further information:**

**Name:** (name of contact for the media)

**Title:** (title of media contact)

**Organisation:** (name of organisation)

**Telephone:** (telephone number)

**Mobile:** (mobile number)

**Email:** (email address)

**Website:** (web address)