

Holding Statement

Response to Inquiries (you are authorized to give out the following information)

Date: _____ Time: _____ Approved by: _____ Signature: _____

This is an evolving situation and I know that, just like we do, you want as much information as possible right now. While we work to get your questions answered as quickly as possible, I will tell you what we know right now:

At approximately, (time), a (brief description of what happened)

At this point, we do not know the severity of the problem.

We have a system (plan, procedure, operation) in place for just such a situation and we are being assisted by (police, FBI) as part of that plan.

We are working with (local, State, Federal) authorities to (e.g., contain this situation, determine how this happened, determine what actions may be needed by individuals and the community to prevent this from happening again).

We will continue to gather information and release it to you as soon as possible. I will be back to you within (amount of time, 2 hours or less) to give you an update. As soon as we have more confirmed information, it will be provided. We ask for your patience as we respond to this situation.