**HOW TO USE THIS TEMPLATE** **

[Template last updated on 07 February 2023](https://pavilion.dinfos.edu/Template/Article/2207349/initial-release-template/)

Fill in the brackets with the appropriate information. Instructions and tips are provided in gray boxes and brackets to help guide you. Be sure to remove any bracket symbols and gray boxes when finished.

**Provide the Lead.** A very structured summary focusing on the most important facts. In selecting lead emphasis, apply the reasonable order of life, injury and property loss. Do not release names until 24 hours after next of kin (NOK) have been notified and do not release specific injuries. Always write in the past tense for injured people.

[ Describe who/what ] [ describe event ] [ time ] [ date ].

**Provide the Bridge/Policy Statement.** The bridge will be a policy statement. The statement satisfies the media’s need to know the names and states why you can’t release that information. If no one was injured, follow WAITS (Ws not in the lead, attribution, identification, tieback and secondary facts).

[ Write the official policy statement of the command or include information under WAITS that is not included in the bridge ].

**Provide the Body.** List any other releasable details in descending order of importance. Do not violate anyone’s privacy by releasing too many personal details.

[ If applicable, write any other releasable details in descending order of importance ].

**Provide the Investigation Statement.** The last sentence of the body is the investigation statement. If there is an accident or incident on base involving service members, there will usually be an investigation to determine the cause.

The cause of [the event] is under investigation.