**OFFICIAL-SENSITIVE**

**Public Sector Food Incident – Situation Report**

This situation report was issued by Food Standards Scotland (FSS) on «Date» under the Public Sector Incident Protocol.

***If you believe that this alert has been sent to you or your organisation in error, please advise FSS, as soon as possible, by emailing*** [***incidents@***](mailto:incidents@)***fss.scot and await further instructions. Do not distribute this Incident Situation Report.***

|  |  |
| --- | --- |
| **Alert PS Level 3** | **For Action (issued to all organisations)** |
| **Title** | **«Insert Title»** |
| **Incident Ref.** | **2021/??** |
| **Date** | **«Insert Date»** |

**NEW INFORMATION SHOWN IN RED**

* **Overview / Background (Public Sector Organisations (PSOs) affected, product affected, source)**

«Insert Information»

* **Timelines**

«Insert Information»

* **Risk Assessment**

«Insert Information»

* **Summary of Investigation**

«Insert Information»

* **[Public Sector Incident Team (PSIT) meetings (members, action taken)]**

«Insert Information»

* **Action Taken**

«Insert Information»

* **Outcomes of Action Taken**

«Insert Information»

* **Media Engagement**

«Insert Information»

* **Parliamentary Issues**

«Insert Information»

* **Advice to Consumers**

«Insert Information»

* **Top Lines**