TE TOTARA PRIMARY SCHOOL MEDIA LOG **-** Dated **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AIM: To ensure a factually correct, consistent media message is disseminated during an incident**

**INCIDENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WITNESS NAMES** *(if applicable):* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- |
| **TIME** | **MEDIA SPOKEN TO** | **COMMENT MADE** | **STAFF WHO****COMMENTED** | **ASSESSED ACTION** |
|  |  |  |  |  |