[](http://www.google.co.nz/url?sa=i&rct=j&q=te+totara+school+logo&source=images&cd=&cad=rja&uact=8&docid=PJ9zSs_X98h2yM&tbnid=9C9h0QxAxFlc5M:&ved=0CAUQjRw&url=http://www.tetotara.school.nz/&ei=O6zZU5TmEoX_oQSqooLQDQ&bvm=bv.72185853,d.c2E&psig=AFQjCNGjxz9WpXzkGpC-S_VapECUbL50qA&ust=1406860689014789)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** |
|  |  |  |  |  |