

## Duty Officers/media input, session planning notes

### Introduction -

Personal intros

Short amount of time

Press Office - CCMU - Div Media & Comms Officers

DCC Lee/Corp Comms Steering Group

### Newsline intro - PETE

DOs' media role: point of contact for media/check calls when press office closed

Two basic types of contact - enquiries, and proactive

Main proactive route = Newsline: work through tips on handout

### Newsline/press releases: some specifics -

naming people

victims of crime

rtc survivors (like victims of crime)

rtc fatalities (NOK, formal ID, inquests - matter of public record)

people in custody (inc Supt's extensions, bail, NFA, etc)

(we should let media know if people have been arrested - not just make an appeal for info without mentioning arrests)

KIV not apportioning blame re RTCs - 'in collision', not 'collided'.

Pro-actively contact media if necessary, eg if local appeal needed urgently for vulnerable mispers, bogus officials, etc

... can lead to requests for interviews/soundbites

### Some general housekeeping points to finish -

Tags!

PRs on serials but not on newsline (not generally DOs' fault...)

Handover/inter-shift issues - ie keep serials updated!

General: if DOs update newsline while press office is open, let us know...

on-call press officers - the type of incidents we'd turn out for.

Child Rescue Alert

Handouts: we'll circulate media contacts list when fully updated... force media guidelines on intranet... protocol cards.