

**Duty Officers/media input session notes**

Press Office - CCMU - Div Media & Comms Officers

DCC Swift/Corp Comms Steering Group

basics of PRs: who, what, where, how, when, why

naming people - rtc survivors  
rtc fatalities

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)

Newsline - work through tips on handout.

Interviews - general advice re checking whether live or recorded; talk through what they  
want to ask you/what you can/can't tell them, *before* the interview, etc.

DOs' media role: point of contact for media/check calls when press office closed  
update Newsline and, if necessary, facilitate or give resulting media  
interviews.

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

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

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

Tags!

bogus callers and vulnerable mispers - call radio stations first (*then* put on newsline)

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

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

Anything we could do better/differently, to help DOs more?

## For Distribution to CPs

Team Room - we will send DOs links to anything they need to KIV

Handouts: newswire instructions and media contacts list

Do they need a new copy of force media advice booklet, or protocol card?