

## **Contents**

### **Staff Comms Pack and Media Comms Pack**

#### Staff Comms Pack

To be distributed via internal stakeholders and briefing meetings

- Fast Facts
- Media enquiry protocol and contacts for communications team
- Q&A
- Holding statement
- Background information
- Statements
- Security arrangements

#### Media Comms Pack

To be distributed via press briefings and by email

- Video / Photos
- Q&A document
- Spokespeople and Biographies
- Background information
- Fast Facts
- Contacts for communications team
- Car parking vantage points postcodes and maps