



MESSAGE FORM FOR USE BY HEALTH ORGANISATIONS IN A MAJOR INCIDENT OR SIMILAR EMERGENCY

Date : 14/2/05	Caller's name : Sue Hutchings
Time : 1750	Caller's organisation/role : F+G PCT Manager
Reference number :	Caller's contact details : Code A

Message :

Sue 'on call' manager informed by G.M.H. that TV crew outside wanting to park + interview staff

Action taken / information given :

- 1 - sue told all staff not to talk to TV crew
TV crew to be informed of this by E Paxton
- 2 - FC rang Sue Galley to report
- 3 - SG will contact ? Mendham

Name of message taker : Fiona E. Cameron.

If completed message form to be passed on, record name of recipient here and pass on TOP copy only. Retain bottom copy. Code A