Holding statement

Day 2 table-top · Out in the first hours · Under 150 words

PADAYON COMMUNICATIONS

Table / group: _____ Roles: lead, scribe, timekeeper, presenter

1 What we know

Confirmed facts only

2 What we are doing now

3 What we do not know yet

And that we are finding out

4 What people should do

One clear action

5 When and where we will update next

A time, not "soon"

6 Who to contact

Hotline, website, local office

Word count: _____ of 150 **Cleared by:** _____