

**Key Message Template**

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<b>Author</b>		<b>Position</b>		<b>Dist. Time</b>	
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**INPUT/ACTION/RESPONSE/REQUEST**

<b>Key Message # 1</b>	
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<b>Key Message # 2</b>	
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<b>Key Message # 3</b>	
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**Distribution**

- Internal
- External- Local Media
- External- National/International
- NGO's
- Social Channels
- Website
- Public Alerting
- Other Government

<p><u>Approval</u></p> <p>Signature: _____</p> <p>Name:</p> <p>Date:</p>
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