

# Duty Officer Briefing Review Checklist

## Check before sharing

- Date and time of the update
- Incident type and location
- Source of each key number
- Whether figures are provisional
- Whether any conflict between sources is still unresolved
- Whether the output is internal-only or can be shared more widely

## Preferred escalation questions

- What changed since the last update?
- Which areas need attention first?
- What still needs confirmation from district or technical teams?
- What decision or coordination question is this brief meant to support?