Request for Broadcast / Termination

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| When to use | This procedure is to be used when a *Request for broadcast/termination* is required during an emergency event. It is based on the Memorandum of Understanding (MOU) with broadcasters that MCDEM negotiated on behalf of itself and CDEM groups. |
| Approval roles | Requests to broadcast/terminate MUST be approved by one of the following people:* Regional CDEM Group Controller (if there is only one CDEM region affected)
* Director, Ministry of Civil Defence & Emergency Management, or
* National Controller.
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Procedure when National Crisis Management Centre (NCMC) is not fully activated

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| Determine the need for request for broadcast  | The ECC PIM Manager, in consultation with the Group Controller:1. Decides whether a *Request for broadcast/termination* is appropriate.
2. If so, decides whether it is:
* Priority 1 **–** An event of life-threatening or national significance (to be broadcast at least every 15 minutes), or
* Priority 2 **–** An event of regional significance (to be broadcast at least hourly).
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| Prepare the message | The ECC PIM Manager, in consultation with the National PIM Manager: 1. Prepares a *Request for broadcast/termination*.
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| Have the message approved | The ECC PIM Manager:1. Has the *Request for broadcast* approved by one of the following ‘authorised Civil Defence Managers’:
* Group Controller (if there is only one CDEM region affected)
* Director of Civil Defence Emergency Management
* National Controller.
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| Advise PIM Manager  | The ECC PIM Manager:1. Advises the National PIM Manager that the *Request for broadcast/termination* is about to be sent, by contacting them on 04 494 6951.
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| Special contact arrangements | The National PIM Manager:1. Ensures that any special contact arrangements with media companies are carried out, including calling Radio New Zealand’s civil defence number.
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| Verification request received from broadcaster | The broadcaster:1. Contacts the National PIM Manager on 04 494 6951, to verify that the request for broadcast/termination has been sent by MCDEM.
2. Broadcasts the information.
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Procedure when NCMC is fully activated

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| Deciding request for broadcast is required | The National PIM Manager, in consultation with the National Controller:1. Decides whether a request for broadcast is appropriate.
2. If so, decides whether it is:
* Priority 1 **–** An event of life-threatening or national significance (to be broadcast at least every 15 minutes), or
* Priority 2 **–** An event of regional significance (to be broadcast at least hourly).
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| Preparing the message | The National PIM Manager, in consultation with the National Controller: 1. Prepares a request for broadcast/termination.
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| Approval | The National PIM Manager:1. Has the request for broadcast approved by one of the following ‘authorised Civil Defence Managers’:
* Director, Ministry of Civil Defence & Emergency Management, or
* National Controller.
 |
| Special contact arrangements | The National PIM Manager:1. Ensures that any special contact arrangements with media companies are carried out, including calling Radio New Zealand’s civil defence number.
 |
| Verification | The broadcaster:1. Contacts the National PIM Manager on 04 494 6951, to verify that the request for broadcast/termination has been sent by MCDEM.
2. Broadcasts the information.
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