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. |

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). |
| Prepare the message | The ECC PIM Manager, in consultation with the National PIM Manager:   1. Prepares a *Request for broadcast/termination*. |
| 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. |
| 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. |
| 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 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. |

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). |
| Preparing the message | The National PIM Manager, in consultation with the National Controller:   1. Prepares a request for broadcast/termination. |
| 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. |