Information Prompts

This list is intended for PIM personnel who are preparing messages, as a prompt for what information to consider. When preparing messages, note the following points:

* the main source of information is the Controller initially, then the personnel listed in the table below
* media releases must have only a few key points
* always record:
  + the source of information, and
  + date and time it was current.

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| Topic | Source | Descriptions |
| **Event description** | Intelligence | what, where, when, status, cause (if verified), likely follow on, affected areas |
| **Current response** | Operations | who is responding, what is being done |
| **What the public needs to do** | Operations | urgency, which people |
| **Information sources for public** | PIM | radio, helpline, website, any others |
| **Public health** | Public health | how to stay safe, where to access further public health information |
| **Assistance** | Welfare | any assistance programmes, where to go for help. Include how to access information for people with disabilities, users of other languages, tourists and other visitors to the area |
| **Casualties** (fatalities and injuries) | Police | how many fatalities (must be from official police source), how many injured, and how badly, where the injured are being treated, how many missing and in what circumstances, general identification of fatalities e.g. age, sex. Note: Only Police can release names or personal details |
| **Known damage** | Intelligence | Homes, businesses, public buildings, infrastructure – roads, bridges, power, telecommunications etc. |
| **Evacuation** | Operations/ Welfare | areas and facilities evacuated, how many evacuated, reason for evacuation (e.g. gas cloud) |
| **Visa status information** | MFAT, MBIE | where tourists and visitors affected by the emergency can go to access information |
| **CDCs** | Operations/ Welfare/ Recovery | which centres are operating, their purpose, location, how many people there, what services are available (information, welfare, recovery, evacuation). Include any relevant information about the accessibility of any centres |
| **Status of utilities** | Lifeline Utilities Coordinator | power, telecommunications, water, sewerage systems, natural gas |
| **Road closures** | Intelligence/ Operations/ Logistics | which roads, reason for closure |
| **Facility closures** | Intelligence | public buildings, schools, other facilities |
| **Responding organisations** | Operations/ Liaison | emergency services, local government, volunteer and/or community services, civil defence emergency management, government agencies |
| **Future** | Controller/ Planning | planned future response, what to expect next (e.g. weather, tides) |