PIM RECOMMENDED EQUIPMENT AND SUPPLIES

These lists are intended to be modified by the PIM Manager during readiness, to meet the needs of their teams.

All items need to be available at alternative sites, and sites need room to expand if the emergency requires more personnel.

All work sites need to provide bathrooms, water, and drink making facilities, and be accessible by everyone.

PIM team workspace equipment and supplies

*Indicates items recommended for storage in PIM Response resource boxes

- *signs from building entry point directing people to PIM workspace
- *cellphone dedicated to duty PIM Manager
- phone lines/cellphones (with chargers)
- access to alternate communication such as satellite phones
- PIM Manager proximity to the Controller, and Operations, Planning, and Intelligence Managers
- *spare batteries for any equipment
- *radio (with battery backup and headphones)
- *easily visible clock (with battery backup)
- workspaces for 6 people initially, including:
  - desks and chairs
  - plenty of power outlets, multi boxes, and extension cords
  - computers with access to:
    - contact database
    - intranet
    - internal web amendment programmes
    - internet
    - Word, Photoshop, Visio, Excel
    - social media
    - news monitoring services
    - DVD drives and recording
    - printer(s)
- *audio and visual recorders
- data projector
- television with recording facility (with headphones, or in separate area)
- *stationery (including pens, pencils, whiteboard markers and erasers, highlighters, paper, flipcharts, whiteboards (including electronic if possible)
- *hard copies of:
  - contact database
  - PIM Response procedure and checklist
  - Other templates and forms including rosters, task logs and task sheets, rumour log, media log
  - any other information needed, including reference material such as local telephone directories, dictionaries, and relevant CDEM reference materials.

Duty PIM Manager

The duty PIM Manager will need:

- remote access to:
  - contact database
  - intranet
  - PIM Response procedure, checklist, and PIM contact list (including Local and Group Controllers, as well as Duty Officers, and Operations, Logistics, Planning, and Intelligence Managers)
  - media release template
  - request for broadcast template and procedure
- portable computer (and printer)
- remote log in, and
- dedicated PIM Manager cellphone.

Media conference room/area

The media conference room/area requires the following:

- signs from building entry point directing people to Media conference room/area
- podium
- seating (optional)
- microphone (optional)
- water dispenser
- interpreter of New Zealand Sign Language and other languages, and
- accessibility technology such as real time captioning.

Media centre

A media centre (usually set up only for long duration emergencies) requires the following:

- PIM media liaison personnel
- desks
- power points
- drinks
- bathroom facilities
- access to printers, and
- possibly catering and accommodation (organise through Logistics).

Information points

Information points require the following:

- signs from building entry directing people to information point/ area
- noticeboards
- means of attaching notices (pins/magnets, etc.)
- email and printer access
- person to act as PIM liaison
- contact information for the EOC PIM Manager, and
- and translators/interpreters (both face-to-face and by phone).