

# REQUEST FOR BROADCAST / TERMINATION

**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.

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**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 (NCCM) 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:

3. Prepares a *Request for broadcast/termination*.

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**Have the message approved** The ECC PIM Manager:

4. 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:

5. 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:

6. 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:

7. Contacts the National PIM Manager on 04 494 6951, to verify that the request for broadcast/termination has been sent by MCDEM.
8. 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).
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### Preparing the message

The National PIM Manager, in consultation with the National Controller:

3. Prepares a request for broadcast/termination.
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### Approval

The National PIM Manager:

4. 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.
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### Special contact arrangements

The National PIM Manager:

5. 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

The broadcaster:

6. Contacts the National PIM Manager on 04 494 6951, to verify that the request for broadcast/termination has been sent by MCDEM.
7. Broadcasts the information.