**Appendix 3: PIM registration form**

The PIM Planning Team needs to know the level of commitment your agency is giving to the PIM element of Exercise Tangaroa 2016.

This will help to ensure that the PIM elements of the exercise are effectively planned and executed. The PIM planning team also needs to know who to contact at each agency to ensure that PIM information goes to the right person/people.

**This form must be returned to Libby Clifford at the Ministry of Civil Defence & Emergency Management no later than 30 July 2016 to confirm your agency’s PIM participation in Exercise Tangaroa 2016: Send to: Libby.Clifford@dpmc.govt.nz**

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| **Agency name:** |  |
| **PIM Point of Contact:** This person will be the point of contact in your agency/organisation for PIM exercise correspondence, e.g. for the PIM Coordinating Instruction | **Name****Position****Phone****Mobile****Email**  |
| **Number of staff participating in PIM roles** |  |
| **Level at which staff will be participating (see below)**  |  |

**Confirming your agency PIM participation level** Please highlight the option you wish to choose.

| **Category** | **Summary** | **Detail** | **Activities** |
| --- | --- | --- | --- |
| **Full** | Agency commits to participating in all PIM exercise activities.  | Your agency will have at least 1 PIM staff member available in your emergency operations centre/operations centre/a suitable workspace throughout day 1 1 (core hours are 9am-5pm).. This staff member(s) will receive instructions and injects from exercise control (EXCON) and participate in all activities listed in the column to the right as required for the duration of day 1. **Required equipment/training** This staff member will need to be available for up to 4 hours of familiarisation pre-exercise and up to 4 hours of de-brief post-exercise. A computer with internet and email access, phone, basic understanding of PIM function, and basic understanding of social media (more will provided during the familiarisation). | **Facebook** –posting and responding to posts (Exercise specific account will be provided by MCDEM)**Twitter** – tweeting and responding to tweets (Exercise specific account will be provided by MCDEM)**Website** –creating updates (Exercise specific updates will be drafted and sent to NCMC PIM but not published)**Phone** (receiving faux media calls)**Monitoring** – (only requirements are access to the internet)**Reporting to MCDEM** – (only requirements are access to the internet/phone)**Drafting key messages****Briefing spokespeople****Media releases –** writing and sending (to EXCON) |
| **Partial** | Agency participates in specific parts of the PIM exercise activities. | Your agency will have at least 1 PIM staff member and a suitable workspace available for part or all of day 1 (core hours are 9am-5pm). This staff member(s) will receive instructions and injects from exercise control (EXCON) and participate in the chosen activities listed in the column to the left as required for the section of day 1 for which they are available. **Required equipment/training**: This staff member will need to be available for up to 4 hours of familiarisation pre-exercise and up to 4 hours of de-brief post-exercise.Computer with internet and email access, phone, basic understanding of PIM function, and basic understanding of social media (more will provided during the familiarisation). | **PLEASE DELTE ACTIVITIES THAT YOU DO NOT WISH TO PARTICIPATE IN****Facebook** –posting and responding to posts (Exercise specific account will be provided by MCDEM)**Twitter** – tweeting and responding to tweets (Exercise specific account will be provided by MCDEM)**Website** –creating updates (Exercise specific updates will be drafted and sent to NCMC PIM but not published)**Phone** (receiving faux media calls)**Monitoring** – (only requirements are access to the internet)**Reporting to MCDEM** – (only requirements are access to the internet/phone)**Drafting key messages****Briefing spokespeople****Media releases** – writing and sending (to EXCON)**PARTICIPATING TIMES**: please indicate what times throughout the day your staff member will be participating. |
| **Participant at the NCMC** | Agencies can choose to provide staff to be players/participants to fill roles as part of the PIM function in the NCMC  | Staff member(s) will be onsite in the NCMC for the full day of August 31st. 1 (core hours are 9am-5pm).They will work as part of the PIM team at the NCMC, receiving instructions and injects from exercise control (EXCON) and participate in all activities as required for the duration of day 1. **Required equipment/training**: This staff member will need to be available for up to 4 hours of familiarisation pre-exercise and up to 4 hours of de-brief post-exercise.  | Where possible, participants will be allocated to roles that fit their skill set (media, social media, web, strategic etc. Details will be confirmed closer to the time.  |
| **Observer** | Agency staff receive injects and remotely observe other PIM elements (ie social media activity, news releases that are posted) of the PIM function but do not participate | Your agency will provide the contact details for staff wishing to observe who will be provided with logons and injects as required and may choose to run your own parallel activities but will not be able to participate in any activities.**Required equipment/training**: Computer with internet and email access. |  |
| **Not engaged** | Agency not involved in exercise play.  | **Note:** No communication or contact is made with your agency during the exercise. |  |

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| **What is / are the main PIM elements your agency wants to test in Exercise Tangaroa 2016?** | *Provide a brief description of what your agency wants to get out of this exercise**.* |
| **If required, please provide any further explanation about your expected participation.** |  |