

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.

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. <u>Note</u> : 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)