

## Breaking news coverage

- Assess story importance.
- Prioritise platforms (radio, television, website, Facebook, YouTube, Instagram etc).
- Select and assign reporters/producers.
- Set and communicate deadlines.
- Review story details (number of people affected, location, consequences).
- Reassess platform priorities.
- Review staffing. Do you need newsroom back up for establishing facts, or an extra reporter on location?
- Do you need to commission graphics, maps, animation? Do you need to assign others to find analysts/commentators.
- Ensure reporters in the field are communicating on schedule and meeting deadlines. Provide feedback as required.
- Review story developments and platform priorities. Are any changes required?
- Review audience and community response. Do you need to change the coverage plan?
- Continue to monitor story developments, reporter/crew performance and production needs and make changes as required.