

# ANNEX I



# PUBLIC INFORMATION

Revision 3

Brazoria County

And

Resolute Cities

# APPROVAL & IMPLEMENTATION

## Annex I

### PUBLIC INFORMATION

Revision 3



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Public Information Officer  
Brazoria County

8/6/24  
Date

L. M. "Matt" Sebesta, Jr.  
Brazoria County Judge

Date

## RECORD OF CHANGES

### Annex I

## PUBLIC INFORMATION

Revision 3

Change #	Date of Change	Entered By	Date Entered

# **ANNEX I**

## **PUBLIC INFORMATION**

### **I. AUTHORITY**

- A.** See Section I of the Basic Plan for general authorities.
- B.** Texas Local Government Code, Chapter 203 (Management and Preservation of Records).
- C.** Brazoria County District Attorney

### **II. PURPOSE**

The purpose of this annex is to outline the means, organization, and process by which we will provide appropriate information and instructions to the public during emergencies. This annex also provides for disaster-related public education to be conducted in advance of emergencies to reduce the likelihood that citizens will place themselves in hazardous situations that may require an emergency response.

### **III. EXPLANATION OF TERMS**

#### **A. Acronyms**

APIO	Assistant Public Information Officer
EAS	Emergency Alert System
EM	Emergency Management
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
EPI	Emergency Public Information
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
IC	Incident Command/Commander
ICP	Incident Command Post
ISD	Independent School District
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
LWP	Local Warning Point
MACC	Multi Agency Coordination Center
NIMS	National Incident Management System
NOAA	National Oceanic Atmospheric Administration
NWS	National Weather Service
PIO	Public Information Officer

SMS	Short Messaging Service (Text Messaging)
SOP	Standard Operating Procedures
TDEM	Texas Division of Emergency Management
TV	Television

## B. Definitions

**Public Information:** Information provided to citizens before, during, and after emergency situations/incidents specifically including instructions on how to protect personal health, safety, and property or how to obtain assistance.

**Joint Information Center:** A physical or virtual location established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the Joint Information Center.

**Local Warning Point:** A local facility designated to receive and relay warning information received via the National Warning System and disseminate local warning messages.

IV. SITUATION & ASSUMPTIONS
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## A. Situation

1. Brazoria County faces a number of hazards which may cause an emergency; see Section IV of the Basic Plan for a summary of those hazards and their possible impact.
2. During emergencies, the public needs timely, accurate information and appropriate instructions regarding protective actions to minimize injuries, loss of life, and damage to property.
3. For some slowly developing emergencies (such as river flooding or hurricanes), there may be several days for local government to provide detailed information about the hazard and what citizens should do.
4. For other emergencies, there may be no warning, leaving the public information system unable to react rapidly enough to properly inform the public about the hazard and what to do about it. For this reason, it is important that the public be advised of likely hazards and what protective measures should be taken to lessen the effect of an emergency and/or disaster.

## B. Assumptions

1. An effective program combining both education and emergency information can significantly reduce loss of life and property. However, many people are not concerned with hazards until the time they may be affected and will not participate in or retain pre-emergency education; therefore, special emphasis must be placed on the delivery of emergency information during emergencies and disasters.

2. Local media will cooperate in disseminating warning and emergency public information during emergencies and may participate in pre-disaster awareness programs and other disaster education activities.
3. Some emergencies may generate substantial interest and draw local media, media from outside the local area, and Internet news sources, overwhelming the available emergency public information staff.
4. The public relies on Brazoria County to provide audio, video, and textual emergency information directly through a variety of devices rather than waiting for updates from the media.
5. The public needs emergency information to be accessible to the whole community, regardless of their physical or technological abilities. Brazoria County must formulate information with accuracy and accessibility as primary objectives.

<b>V. CONCEPT OF OPERATIONS</b>
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**A. General**

1. Pursuant to the National Incident Management System (NIMS) operating principles and protocols, public information efforts should generally focus on specific event-related information. This information will generally be of an instructional nature focusing on such things as warning, evacuation, and shelter. Appendix 2 describes some basic emergency information needs.
2. Brazoria County must keep the public informed of the general progress of events. Reporting positive information regarding emergency response will help to reassure the community that the situation is under control. Rumor monitoring and response is a major aspect of the informational program, with traditional information releases, and public feedback is a measure of the program's effectiveness. Regular updates, even if there are no changes to the situation, are critical to keep the public's confidence in the response.
3. Brazoria County must direct education efforts directed toward increasing public awareness about potential hazards and preparedness. All information and education efforts will rely on the cooperation of every type of media organization.
4. The Joint Information Center is organized around three functions:
  - a. Information Gathering of facts from Command, WebEOC, and reports from Responsive Partners, media, public and other stakeholders
  - b. Information Production of accurate information approved by Command and disseminated to the media and public using website, social media, email and other tools;
  - c. Information Communication by conducting briefings and responding to inquiries from the media, public and other stakeholders received by phone, email, website, or in-person.

## B. Information Dissemination

1. In the initial stages of an emergency, the Local Warning Point may have to take action on time-sensitive hazards. Within the limits of the authority delegated to it, the Local Warning Point (LWP), located at the Sheriff's Office Dispatch, will determine if a warning needs to be issued, formulate a warning if necessary, and disseminate it. Pre-scripted emergency messages have been prepared for likely hazards and are included in Annex A, Warning. These messages are also provided in Appendix 5. These pre-scripted messages may be used as written or tailored as needed for specific circumstances. Warning messages can be broadcasted through social media.
2. As Emergency Alert System (EAS) messages are limited to two minutes, warning messages may have to be supplemented with Special News Advisories prepared by the Public Information Officer (PIO) containing more detailed emergency information. Special News Advisories are disseminated to media outlets by email.
  - a. Broadcasters and cable companies must carry national security warnings and messages initiated by the President; they may broadcast alerts and messages initiated by state and local governments. The Federal Communications Commission encourages licensees to broadcast local warning and instruction messages, but the final decision on broadcasting such messages rests with the broadcasters.
  - b. Broadcasters and cable operators will expect EAS to be used for life-threatening emergencies.
3. When the Incident Command System is activated for an emergency situation, the Incident Commander will normally warn the public in and around the incident site. A designated Public Information Officer (PIO) at the Incident Command Post (ICP), assisted by Brazoria County and PIO staff, will normally provide information to the media if the Multi Agency Coordination Center (MACC) has not been activated. All information relayed to the media by the PIO will be approved by the Incident Commander (IC) and the County Judge, regardless of the command structure – single or unified.
4. Once the MACC has been activated, the MACC Supervisor will normally determine the need for additional warning and instructions. The PIO staff will formulate additional warning messages and public instructions, using the sample messages contained in Annex A as a basis, where appropriate. The LWP will normally execute such warnings by activating the warning system, including transmitting EAS messages to broadcasters. The PIO staff will disseminate Special News Advisories and other emergency public information materials to the media directly using its contact list.
5. In the case of large-scale emergencies or disasters where there are substantial external responders from other jurisdictions and/or state or federal agencies and the response and recovery effort may continue for an extended period, a Joint Information Center (JIC) may be established. The JIC, an element of the Joint Information System (JIS) developed to provide information to the public during an emergency, is a working facility where the emergency public efforts of all participating jurisdictions, agencies, volunteer organizations, and other responders can be coordinated to ensure consistency and accuracy. In federally declared incidents, a JIC will typically be set up as part of the Joint Field Office (JFO).

6. The following means will be used to provide emergency information and instructions to the public:
  - a. EAS broadcasts by radio, television, and cable companies.
  - b. Special news broadcasts by radio, television, and cable companies.
  - c. Social Media
  - d. Local newspapers.
  - e. Telephone warning/information system.
  - f. Mobile units with public address systems.
  - g. The local government Internet site.
  - h. Flyers and leaflets distributed directly or posted centrally
  - i. Brazoria County Emergency Management App

### **C. Providing Emergency Information to Whole Community**

The whole community will be provided information on emergencies and appropriate instructions by the following methods:

1. Visually-impaired: Emergency Alert System (EAS) messages and news advisories on radio, NOAA Weather Radio, by door-to-door notification, and the Brazoria County website;
2. Hearing-impaired: Captioned EAS messages and news advisories on television, print media, Brazoria County website, and social media;
3. Non-English Speakers: Interpreters, radio, TV, cable language newscasts, door-to-door, Brazoria County website, and social media.

### **D. Resources**

The PIO shall maintain a Media Roster that contains the names, telephone, facsimile numbers, and E-mail addresses of each of the media resources listed below. See Appendix 1 for media contact information.

1. Broadcast Television
  - a. KPRC – Channel 2
  - b. KHOU – Channel 11
  - c. KTRK –Channel 13
  - d. KRIV- Channel 26
  - e. KXLN-Univision Channel 45
  - f. KTMD-Telemundo Channel 47
2. Radio
  - a. KPRC AM 950
  - b. KTRH AM 740
3. Newspapers
  - a. Houston Chronicle, Houston
  - b. The Facts, Brazosport
  - c. Alvin Sun, Alvin



- d. Brazoria County News, Brazoria
- e. Community Impact, Pearland
- f. Pearland Reporter, Pearland
- g. Pearland Journal, Pearland

## **E. Phases of Management**

### **1. Mitigation**

- a. Conduct hazard awareness programs.
- b. Develop systems to enhance information dissemination during emergencies

### **2. Preparedness**

- a. Develop and distribute educational materials; conduct public education programs.
- b. In coordination with the Emergency Management Coordinator (EMC), prepare pre-scripted warning and public instruction messages for known hazards. See Appendix 5 to this annex for these messages.
- c. Brief local media on local warning systems and coordinate procedures for transmitting emergency information to media.
- d. Conduct public education on warning systems and the actions that should be taken for various types of warnings.
- e. Train public information staff.
- f. Brief local officials and emergency responders on working with the media. See Appendix 3.
- g. Maintain this annex.
- h. Identify suitable facilities for a Joint Information Center.

### **3. Response**

- a. Develop and release public information on the emergency situation.
- b. Conduct media monitoring to determine the need to clarify issues and distribute updated public instructions.
- c. Manage rumor control.
- d. Conduct news conferences and arrange interviews as needed.

### **4. Recovery**

- a. Provide public information relating to recovery process and programs.

- b. Compile record of events.
- c. Assess effectiveness of public information and education program.

<b>VI. ORGANIZATION &amp; ASSIGNMENT OF RESPONSIBILITIES</b>
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**A. General**

1. The overall responsibility for providing emergency information and instructions to the public rests with the of Brazoria County Judge..
2. The Brazoria County Judge shall provide general guidance for Emergency Public Information (EPI) programs and appoint a Public Information Officer (PIO).
3. The PIO will manage and coordinate all emergency public information related activities and direct such staff as may be assigned or recruited to assist in those activities.
4. Trained public information specialists will staff PIO positions at the Incident Command Post and in the MACC.

**B. Task Assignments**

1. The County Judge of Brazoria County will:
  - a. Appoint a Public Information Officer (PIO).
  - b. Ensure Brazoria County has implemented and institutionalized processes and procedures to coordinate and integrate public information functions including the development of a public education program for emergencies.
  - c. Authorize release of all IC approved incident information to the media.
  - d. Ensure that a Joint Information Center (JIC) is activated when warranted by the incident.
2. The Public Information Officer (PIO) will:
  - a. Represent and advise the IC on all public information matters relating to the management of the incident.
  - b. Ensure the IC approves the release of all incident-related information.
  - c. Coordinate and integrate public information functions across jurisdictions and functional agencies as required.
  - d. Develop accurate and complete information on the incident for both internal and external consumption.
  - e. Coordinate the overall emergency public information efforts of local government.

- f. Serve as the official County representative in the JIC.
- g. Conduct public education programs as an ongoing activity.
- h. Develop and disseminate public information materials and maintain a stock of materials for emergency use based on hazards likely to confront the jurisdiction. Such materials should include:
  - 1) General materials dealing with the nature of hazards and basic protective actions to take in the event of an emergency, including shelter-in-place and evacuation.
  - 2) Hazard specific instructions on “where to go and what to do” in an emergency.
  - 3) Information on how emergency warnings are disseminated and the meaning of warning signals.
- i. In coordination with the Brazoria County Sheriff’s Office or applicable Police Chief, Fire Chief and the EMC, develop pre- scripted warning messages for known hazards for use by the local warning point and the MACC.
- j. Develop methods (i.e., newspaper supplements, prepared TV/radio scripts for broadcast stations) for distribution of EPI materials to the public, to include materials for non-English speaking groups, as appropriate.
- k. In cooperation with the EMC, coordinate with broadcasters (radio and television stations and cable television companies) to develop procedures for local government to disseminate warning messages and emergency information through the broadcast media.
- l. Authenticate sources of information and verify for accuracy before issuing news releases.
- m. Publish news releases to the Internet and distribute to the public and media while keeping the Brazoria County Judge informed of message content.
- n. Monitor media/social media coverage of emergency operations for accuracy of reports and issue corrections where necessary.
- o. Take action to control rumors.
- p. Brief potential Incident Commanders, department heads and key staff, and the MACC staff on basic public information needs, working with the media, and media access during emergency operations. See Appendices 2, 3 and 4 for further information on these subjects.
- q. Maintain the media briefing area at the MACC, and coordinate offsite location as required.
- r. Periodically brief the media on local warning systems and warning procedures.

- s. Maintain a Media Contact Roster. See Appendix 1.
  - t. Compile printed and photographic documentation of the emergency/disaster.
  - u. Develop public information emergency checklists for known hazards. See Appendix 6.
  - v. Handle unscheduled inquiries from the media and the public.
  - w. Train a group of government employees and/or volunteers to staff Public Information Officers (PIO) positions at the Incident Command Post (ICP) and in the MACC.
3. The Emergency Management Coordinator (EMC) will:
- a. Advise the Brazoria County Judge on when to disseminate emergency instructions to the public.
  - b. Coordinate with the Public Information Officer (PIO) in the development of pre-scripted emergency messages.
  - c. Work with the PIO in public education activities relating to emergency management.
  - d. Identify concerns raised by the public, rumors, and other issues involving citizens to the PIO so they may be addressed in public information activities.
4. All local government departments and agencies will:
- a. Refer public and media inquiries during emergencies to the Public Information Officer (PIO).
  - b. Assist the PIO in responding to requests for information from the public or the media.
5. Media companies are expected to:
- a. Disseminate warning messages and special news advisories provided by local government to the public as rapidly as possible.
  - b. Participate in periodic tests of the Emergency Alert System (EAS) and other warning systems.
  - c. Provide coverage of emergency management activities.
  - d. Work with Public Information Officer and Emergency Management Coordinator on public educational programs relating to emergencies.
  - e. Check accuracy of information on emergency operations with the PIO or EMC.

## **VII. DIRECTION & CONTROL**

### **A. General**

1. The Brazoria County Judge has overall responsibility for the Emergency Public Information program, shall provide general guidance for emergency-related public education and information activities, shall appoint a Public Information Officer, and in conjunction with the IC, approve all information released to the news media.
2. The Public Information Officer shall direct all emergency public information activities, coordinating as necessary with other individuals, departments, and agencies performing other emergency functions.
3. To the extent possible, the Public Information Officer shall release, upon approval, all information to the public and the media during emergency operations. During emergency operations, departments and agencies shall refer media and public inquiries to the PIO.

### **B. Line of Succession:** The line of succession for the Public Information Officer is:

1. County Judge
2. Deputy Emergency Management Coordinator
3. Brazoria County Fire Marshal

## **VIII. READINESS LEVELS**

### **A. Readiness Level 4 - Normal Conditions**

See the mitigation and preparedness activities in Section V.E, Emergency Management Activities by Phase.

### **B. Readiness Level 3 - Increased Readiness**

1. Monitor the situation.
2. Notify Public Information Team for possible assistance and support.
3. Check and update Media Contact Roster.
4. Alert media of the increased threat so they are aware of the situation and are prepared to disseminate warnings and public instructions if necessary.
5. Monitor social media sites for public response, monitor rumors.

### **C. Readiness Level 2 - High Readiness**

1. Monitor the situation.
2. Review pre-scripted warning messages and public instruction messages; draft updated versions or additional messages tailored for the impending threat.

3. Alert personnel for possible emergency operations; identify personnel for increased staffing during primary vulnerability period.
4. Determine requirements for additional pre-emergency public information and instructions and produce and disseminate those materials.
5. Consider placing public information personnel on shifts to provide for increased situation monitoring and to conduct additional public information planning.

**D. Readiness Level 1 - Maximum Readiness**

1. Monitor the situation.
2. Update warning messages as necessary.
3. Update and disseminate public information materials based on current threat.
4. Provide information to the media on local readiness activities.
5. Place selected off-duty personnel on standby to increase staffing if necessary.
6. Staff public information positions in the MACC or at the Incident Command Post when activated.

<b>IX. ADMINISTRATION &amp; SUPPORT</b>
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**A. Facilities**

1. Joint Information Center
  - a. The Brazoria County Joint Information Center is located at the Brazoria County Emergency Operations Center at 520 N. Front St., Angleton, TX 77515

**B. Media Contact Roster**

The PIO shall maintain a contact roster for the media organizations that are involved in local emergency management programs. The roster is provided in Appendix 1.

**C. Records**

1. The Public Information Officer shall maintain a file of all news advisories and news releases issued during emergency operations.
2. The Public Information Officer shall also compile and maintain copies of newspaper articles, videos of emergency operations and news broadcasts relating to an emergency, and other media materials distributed for use in post-incident analysis and future training activities.

## D. Educational Programs

1. The Public Information Officer and the Emergency Management Coordinator shall conduct disaster educational programs to increase citizen preparedness. Educational programs may include presentations in schools and for community organizations, displays at local public gatherings, community meetings, distribution of educational materials, and other activities. The local media may be willing to assist with such activities and local businesses may be willing to sponsor such events and assist with costs. Educational brochures may also be distributed with regularly scheduled government, utility, or business mailings.
2. The Public Information Officer is expected to obtain and maintain materials for disaster-related public education. A wide variety of educational materials dealing with emergency management and disaster preparedness are available. Materials include, brochures, pamphlets, posters, videos, , and complete training curricula for school children. Many publications are available in ready-to-distribute form or as fact sheets whose content can be incorporated into locally developed materials. Materials available include emergency preparedness information of general interest and specialized preparedness publications for schoolchildren, the elderly, and people with various functional and access needs. Public education materials relating to emergency management are available in a variety of foreign languages.
3. The principal providers of disaster-related educational materials are the Federal Emergency Management Agency (FEMA) and the Texas Division of Emergency Management (TDEM). Many agencies and volunteer organizations published specialized disaster-related educational materials. FEMA publishes a catalog of their publications and include educational materials on their websites; see Section XI, References, for their addresses. TDEM also distributes hazard-specific awareness materials periodically throughout the year to local Emergency Management Coordinators as part of state awareness campaigns.

## D. Training

Members of the public information staff for whom public information is not their primary daily work must take the following required training.

POSITION	Training Class								
	WebEOC	IS-100	IS-700	IS-200	IS-800	ICS-300	ICS-400	G-290/289/291	IS-702
PIO	*	*	*	*	*	*	*	*	*
JIC Mgr.	*	*	*	*	*	*	*		
Info. Gatherer	*	*	*	*	*				
Info. Products	*	*	*	*	*				
Social Media Monitoring and Rumor Control	*	*	*	*	*				

Website Specialist	*	*	*	*	*				
Multimedia Specialist	*	*	*	*	*				
Phone Bank	*	*	*	*	*				

## X. ANNEX DEVELOPMENT & MAINTENANCE

- A. The Public Information Officer is responsible for developing and maintaining this annex.
- B. This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

## XI. REFERENCES

- A. FEMA, *FEMA Publications Catalog*
- B. FEMA, *Guide to All-Hazard Emergency Operations Planning* (SLG-101)
- C. FEMA web site: [www.fema.gov](http://www.fema.gov)
- D. Department of Homeland Security, *National Incident Management System*

### APPENDICES:

Appendix 1 .....	Media Contact Roster
Appendix 2.....	Public Information Needs
Appendix 3.....	Working With the Media
Appendix 4.....	Media Access & Identification
Appendix 5.....	Local Warning & Emergency Public Information Messages
Appendix 6.....	Public Information Checklists

Tab A	Public Information Checklist for Flooding
Tab B	Public Information Checklist for Hazmat Incident
Tab C	Public Information Checklist for Hurricanes



<b>MEDIA CONTACT ROSTER</b>
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**A. Audio**

1. Station Name:.....KTRH (Emergency Alert System Control Station)  
 Address: .....2000 West Loop South, Suite 300, Houston, Texas 77027  
 Frequency and Operating Hours:.....740 AM Operations: 24 hours/day  
 Contact Name:.....Bryan Erickson  
 Telephone Number.....713-212-8740  
 Fax Number: .....713-212-8957  
 E-mail Address: ..... bryanerickson@clearchannel.com  
 Website: .....http://www.ktrh.com
  
2. Station Name:.....KPRC  
 Address: .....200 West Loop, Suite 300. – Houston, Texas 77027  
 Frequency and Operating Hours:.....950 AM Operations: 24 hours/day  
 Contact Name:.....Bryan Erickson  
 Telephone Number.....713-212-5950  
 Fax Number:.....713-520-7763  
 E-mail Address: .....bryanerickson@clearchannel.com  
 Website: .....http://www.ktrh.com

**B. Television**

1. Station Name:.....KPRC (NBC)  
 Address: ..... 8181 Southwest Frwy – Houston, Texas 77252  
 Frequency and Operating Hours:.....Channel 2 Operations: 24 hours/day  
 Contact Name:.....New Representative  
 Telephone Number:.....713-778-4950  
 Fax Number:.....713-771-4930  
 E-mail Address: ..... [newsdesk@kprc.com](mailto:newsdesk@kprc.com)

Website URL: .....<http://www.kprc.com>

2. Station Name:.....KHOU (CBS)

Address: .....1001 Avenida De Las America – Houston, Texas 77057

Frequency and Operating Hours:.....Channel 11 Operations: 24 hours/day

Contact Name:..... News representative

Telephone Number:.....713-526-1111

Fax Number.....713-520-7763

E-mail Address: .....[assignments@khou.com](mailto:assignments@khou.com)

3. Station Name:.....KTRK (ABC)

Address: .....3310 Bissonnet – Houston, Texas 77005

Frequency and Operating Hours:.....Channel 13 Operations: 24 hours/day

Contact Name:.....News Representative

Telephone Number:.....713-669-1313

Fax Number:.....713-664-0013

E-mail Address: ..... [ktrk.newsalerts@abc.com](mailto:ktrk.newsalerts@abc.com)

4. Station Name:.....KRIV (FOX)

Address: ..... 4261 Southwest Freeway Houston, Texas

Frequency and Operating Hours:.....Channel 26 Operations: 24 hours/day

Contact Name:.....News Representative

Telephone Number:.....713-479-2801

Fax Number:.....713-479-2859

E-mail Address: ..... [newsdesk@fox26.com](mailto:newsdesk@fox26.com)

5. Station Name:.....KXLN (Univision)

Address: ..... 5100 Southwest Freeway Houston, Texas

Frequency and Operating Hours:.....Channel 45 Operations: 24 hours/day

Contact Name:.....News Representative

Telephone Number:.....305-925-8835

E-mail Address: .....[univision45@univision.net](mailto:univision45@univision.net)

6. Station Name:.....TMD (Telemundo)

Address: ..... 1235 N. Loop W #125- Houston, Texas

Frequency and Operating Hours:.....Channel 26 Operations: 24 hours/day

Contact Name:.....News Representative

Telephone Number:.....713-974-4848

E-mail Address: .....ktmd\_newsdesk@telemundo.com

### C. Text

1. Name:.....The Facts

Contact Name:.....Michael Morris

Telephone Number:.....979-265-2223

Fax Number:.....979-265-9052

E-mail Address: .....[news@thefacts.com](mailto:news@thefacts.com)

Website URL: .....<http://thefacts.com>

2. Name:.....Alvin Sun

Contact Name:.....Stephen Collins

Telephone Number:.....281-331-4421

Fax Number:.....281-331-4424

E-mail Address: .....[editor@alvinsun.net](mailto:editor@alvinsun.net)

Website URL: .....<http://www.alvinsun.net>

3. Name:.....The Brazoria County News

Contact Name:.....N/A

Telephone Number:.....979-345-3127

Fax Number:.....979-345-5308

E-mail Address: .....bceditor@embarqmail.com

Website URL: .....http://www.brazoriacountynews.com

4. Name:.....Houston Chronicle

Contact Name:.....N/A

Telephone Number:.....713-362-7171

Fax Number:.....713-362-6806

E-mail Address: .....[news@chron.com](mailto:news@chron.com)

Website URL: .....http://www.chron.com

5. Name:.....The Pearland Journal

Contact Name:.....N/A

Telephone Number:.....N/A

Fax Number:.....281-391-2030

E-mail Address: .....pfjournals@hcnonline.com

Website URL: .....<https://www.chron.com/neighborhood/pearland>

6. Name:.....Pearland/Manvel Reporter News

Contact Name:..... Jim Foreman

Telephone Number:.....281-485-7501

Fax Number:.....281-997-0060

E-mail Address: .....reporternewstx@gmail.com

Website URL: ..... <http://myreporternews.com>

7. Name:.....Community Impact

Contact Name:.....N/A

Telephone Number:.....866-989-6808

Fax Number:.....512-989-6808

E-mail Address: .....plfnews@communityimpact.com

Website URL: .....<https://communityimpact.com/news/houston/pearland-friendswood>

**PUBLIC INFORMATION NEEDS****1. Background**

During emergencies, it is important to provide the public with adequate information on the situation as rapidly as possible to alleviate concerns and reduce the likelihood of panic or inappropriate actions. The news media are the primary means of disseminating such information by providing, up-to-date information quickly to a wide audience. The information they provide reduces the time and labor that local government would have to divert from response and recovery tasks to deal with what could be an overwhelming number of inquiries from the public. Every effort should be made to cooperate with the news media in providing information and in recognition of the rights of the news media to perform their proper function.

**2. Determination of Essential Element of Information**

1. Essential Elements of Information are foundations for emergency public information, and determine what incident command will communicate with the public during a response. Essential Elements of Information should answer the questions of who, what, when, where, why during a response.

2. Essential Elements of Information is information that:

- a. Contribute to situational awareness for the public and the Joint Information Center, as in number of injuries or agencies involved.
- b. Requires actions to be taken, as in the case of a shifting plume.
- c. May have cascading effects, as in the case of an unstable levee.

3. For the purposes of this plan, Essential Elements of Information focus on the information needs of the public.

**3. Sources of Essential Elements of Information**

- A. Essential Elements of Information can be found in:
  - a. Situation reports ("Sit. Reps.")
- B. Emergency Operations Center Action Plans
- C. Incident Action Plans
- D. Emergency Declarations
- E. News Releases

#### 4. Formulation of Essential Elements of Information

- A. Once a Public Information Officer is designated or a Joint Information Center is established, establishing Essential Elements of Information is a primary task. The table below is a template for an Information Collection Plan. Once an Information Collection Plan is established, it should be approved by the Public Information Officer and posted in a highly visible location with the Joint Information Center.

<b>EEI #</b>	<b>EEI</b>	<b>Information Required</b>	<b>Data Collector</b>	<b>Data Sources</b>	<b>Update Frequency</b>
001	What Happened	Nature of incident or emergency	Info Gathering	IAP	As necessary
002	What Happened	Location	Info Gathering	IAP	As necessary
003	What Happened	Time of occurrence	Info Gathering	IAP	As necessary
004	What Happened	Situation resolved or response on-going	Info Gathering	IAP	As necessary
005	What Happened	Cause (do not speculate)	Info Gathering	IAP	As necessary
006	What Happened	Chemical identification	Info Gathering	IAP	As necessary
007	What Happened	Expected economic impact (if known)	Info Gathering	IAP	As necessary
008	Current Response Actions	When MACC was activated	Info Gathering	EAP	As necessary
009	Current Response Actions	When JIC was activated	Info Gathering	EAP	As necessary

<b>EEI #</b>	<b>EEI</b>	<b>Information Required</b>	<b>Data Collector</b>	<b>Data Sources</b>	<b>Update Frequency</b>
010	Current Response	When mutual; aid was activated	Info Gathering	EAP	As necessary
011	Current Response Actions	Disaster declaration information	Info Gathering	EAP	As necessary
012	Current Response Actions	Planned response activities	Info Gathering	EAP	As necessary
013	Know Damages	Homes	Info Gathering	Initial Damage Assessment	As necessary
014	Known Damages	Businesses	Info Gathering	Initial Damage Assessment	As necessary
015	Known Damages	Government buildings	Info Gathering	Initial Damage Assessment	As necessary
016	Known Damages	Infrastructure	Info Gathering	Initial Damage Assessment	As necessary
017	Known Damages	Livestock/wildlife issues	Info Gathering	Initial Damage Assessment	As necessary
018	Causalities	Deceased and cause of death	Info Gathering	Health Department	As necessary
019	Causalities	Number of injuries	Info Gathering	Health Department	As necessary
020	Causalities	Severity of injuries	Info Gathering	Health Department	As necessary
021	Causalities	Where injured are being treated	Info Gathering	Health Department	As necessary
022	Causalities	Number of missing	Info Gathering	Health Department	As necessary
023	Causalities	Circumstances of missing	Info Gathering	Health Department	As necessary



024	Causalities	Demographics of casualties (Adults, Children, Relationship to response)	Info Gathering	Health Department	As necessary
025	Causalities	Names (Only following Legal Next-of-Kin and adhering to guidance from medico legal authority)	Info Gathering	Health Department	As necessary
026	Evacuations	Areas and facilities	Info Gathering	MACC Manager	As necessary
027	Evacuations	Number of evacuees	Info Gathering	MACC Manager	As necessary
028	Evacuations	Destination of evacuees	Info Gathering	MACC Manager	As necessary
029	Evacuations	Means for contacting	Info Gathering	MACC Manager	As necessary
030	Sheltering and Mass Care	Facility names and locations	Info Gathering	Homeland Preparedness	As necessary
031	Sheltering and Mass Care	Facility status (Open, Closed, Full)	Info Gathering	Homeland Preparedness	As necessary
032	Sheltering and Mass Care	Numbers and demographics of sheltered/cared	Info Gathering	Homeland Preparedness	As necessary
033	Sheltering and Mass Care	Heating/Cooling Centers	Info Gathering	Homeland Preparedness	As necessary
034	Sheltering and Mass Care	Family Reunification Center locations	Info Gathering	Homeland Preparedness	As necessary
035	Infrastructure Status	Electric service	Info Gathering	Utilities	As necessary

036	Infrastructure Status	Telephone system	Info Gathering	Utilities	As necessary
037	Infrastructure Status	Internet service	Info Gathering	Utilities	As necessary
038	Infrastructure Status	Cable service	Info Gathering	Utilities	As necessary
039	Infrastructure Status	Water system	Info Gathering	Utilities	As necessary
040	Infrastructure Status	Sewer system	Info Gathering	Utilities	As necessary
041	Infrastructure Status	Natural gas distribution	Info Gathering	Utilities	As necessary
042	Infrastructure Status	Roads	Info Gathering	Road and Bridge	As necessary
043	Infrastructure Status	Rail lines	Info Gathering	Road and Bridge	As necessary
044	Infrastructure Status	Airports	Info Gathering	Road and Bridge	As necessary
045	Infrastructure Status	Dams/Levees	Info Gathering	Road and Bridge	As necessary
046	Response Information	Local government responding agencies	Info Gathering	Operations Section Chief	As necessary
047	Response Information	Impacted areas	Info Gathering	Operations Section Chief	As necessary
048	Response Information	Weather Information if applicable	Info Gathering	Operations Section Chief	As necessary
049	Response Information	Debris removal plans or procedures	Info Gathering	Operations Section Chief	As necessary
050	Response Information	State government responding agencies	Info Gathering	Operations Section Chief	As necessary

051	Response Information	Federal government responding agencies	Info Gathering	Operations Section Chief	As necessary
052	Response Information	Volunteer groups	Info Gathering	Operations Section Chief	As necessary
053	Infrastructure Status	Private sector partners	Info Gathering	Operations Section Chief	As necessary
054	Restrictions	Flight	Info Gathering	Operations Section Chief	As necessary
055	Restrictions	Water/No Wake Zones	Info Gathering	Operations Section Chief	As necessary
056	Restrictions	Access	Info Gathering	Operations Section Chief	As necessary
057	Restrictions	Information	Info Gathering	Operations Section Chief	As necessary
058	Restrictions	Media	Info Gathering	Operations Section Chief	As necessary
059	Restrictions	Curfew	Info Gathering	Operations Section Chief	As necessary
060	Recovery	Disaster assistance programs	Info Gathering	Recovery Manager	At least daily
061	Recovery	Applying for disaster assistance	Info Gathering	Recovery Manager	At least daily

## **5. Collection and Dissemination of Information**

1. Information shall be collected and disseminated as soon as possible by the appropriate personnel as follows:
  - A. Where an Incident Command Post has been established and a qualified public information staff member is at the scene, that individual may provide information directly to the media if the MACC is not activated. If no qualified public information staff member is present at the scene, the Incident Commander or a member of his staff should pass situation information to the Public Information Officer for release to the media.
2. Where an Incident Command Post has been established and the MACC has been activated, information from the incident scene will normally be passed to the Public Information Officer at the MACC. The Public Information Officer will utilize reports from the scene and other available pertinent information to brief the media and prepare news advisories for release to the media. The Shelter and Mass Care Officer is responsible for collecting information on shelter and mass care activities and providing that information to the PIO.
3. The Energy and Utilities representative in the MACC is responsible for obtaining information on the status of utilities and providing it to the PIO.
4. Law Enforcement and Engineering are responsible for obtaining information on road closures and facility closures and providing it to the PIO.
5. The PIO is responsible for collection of information from the Incident Commander, the MACC staff, and other sources and agencies. The PIO staff is responsible for preparation of news releases, for the dissemination of information directly to the news media, and, where appropriate, for arranging for announcements directly to the public via radio and/or television hookups.
6. Hospitals are responsible for dissemination of information concerning casualties and deaths. They generally have policies restricting the release of detailed information without permission of patients or their families. This information that they choose to release will normally be disseminated directly to the news media. The PIO should request that the MACC be provided copies of any information released to the media.

<b>WORKING WITH THE MEDIA</b>
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**1. What to do when working with the media:**

- A. Identify your spokesperson beforehand.
- B. Have a number the media know to call when they need information.
- C. Make certain the person answering the phones knows to whom to direct media calls.
- D. Get all the information you can from those in charge before you talk with the media.
- E. Write out the answers to these questions for **your** use:
  - 1) What happened?
  - 2) When did it happen?
  - 3) Where did it happen?
  - 4) Why did this happen?
  - 5) Who's responsible, involved, injured?
  - 6) How many were hurt or killed? What are their names/ages/addresses?
  - 7) Can I shoot video/take photos? How close can I get?
  - 8) Who can I talk to?
  - 9) What is your agency doing about it?

**2. When you talk with the media:**

- A. Tell the truth.
- B. Be courteous and don't play favorites.
- C. Avoid "off the record" remarks.
- D. Never say anything you would not want to see printed or broadcast.
- E. Stay on top of the interview by listening to the reporter's questions.
- F. Don't accept the reporter's definitions of what happened.
- G. Pause, think; ask for more time if you need it.
- H. Respond only to the question you've been asked. Don't speculate.
- I. Stick to the core message

<b>MEDIA ACCESS &amp; IDENTIFICATION</b>
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**1. Media Access**

In recognition of the public's right to know as much information as possible about a disaster, local response agencies will cooperate with legitimate news media representatives and provide equal access to information and, within the limits of safety and other response needs, access to incident scene to various news organizations. News media representatives are required to cooperate with response personnel as directed for safety and efficient operation.

- A. The Incident Commander or his designated representative will allow media such access to the incident scene as is consistent with safety and does not disrupt critical operations.
- B. The EMC, in coordination with the PIO, shall establish rules for media access to the MACC. When the MACC is activated, representatives of news media may be provided access to those areas of the MACC designated by the EMC. Generally, press conferences and briefings will not be conducted in the MACC because they can disrupt on-going operations; briefings will normally be conducted in the media area of the MACC. Photo shoots and interviews may be conducted in the MACC, but these should be scheduled to minimize disruption.
- C. Hospitals establish their own rules of access for news media representatives and these may vary for individual circumstances. For emergency situations where there have been substantial casualties, it may be desirable for hospitals to provide a pressroom or other designated area with access to telephones for the use of news media representatives.
- D. When incident scenes are on private property, the property owner may establish and enforce policies with regard to access by the media and other persons who are not emergency responders.

**2. Media Identification**

Representatives of news media will be considered to have satisfactory identification if they have:

- A. A media company identification card with photo that identifies them as a media representative, unless there is reason to believe that the identification is not genuine.
- B. Texas Department of Public Safety Press identification card.

**Appendix 5**  
**LOCAL WARNING & EMERGENCY PUBLIC INFORMATION MESSAGES**

1. This appendix provides two types of warning messages for a number of emergency situations.
  - A. Warning Messages. These messages alert the public to emergency situations and provide directions on what they should do and not do to protect themselves. As the time limit for warning messages transmitted via the Emergency Alert System (EAS) is approximately two minutes, and the capability of television warning displays is limited, warning messages are generally short and concise. Warning messages are generally disseminated through warning systems and broadcast every 15 minutes until they are canceled or replaced by an updated message
  - B. Special New Advisories. Special News Advisories amplify information contained in the warning messages, provide further information regarding an emergency situation, and may be used to provide information on impending threats that do not yet warrant public warning. Special News Advisories are generally sent to the media through normal communications channels for further dissemination to the public.
  - C. Warning messages and Special News Advisories have been pre-scripted to expedite timely dissemination; however, it may be necessary to modify the pre-scripted text and the additional information.
  - D. Copies of the messages in this appendix are maintained on computers in the Local Warning Point and the MACC.
2. The following warning messages and Special News Advisories are provided in this appendix:
  - A. Tab A: Warning Message – General Incident
  - B. Tab B: Warning Message – Road/Facility Closure
  - C. Tab C: Warning Message – Shelter-in-Place
  - D. Tab D: Special News Advisory – Pre-Evacuation Information
  - E. Tab E: Warning Message – Urgent Evacuation
  - F. Tab F: Warning Message – Mandatory Evacuation
  - G. Tab G: Special News Advisory – Supplemental Evacuation Information
  - H. Tab H: Special News Advisory – Schools & Public Facilities
3. General Guidance for Warning & Public Information Messages
  - A. Protective Action Areas. Areas in which protective actions, such as evacuation or shelter-in-place, are being implemented should be described with reference to obvious geographic features, such as roads and rivers, rather than with abstract descriptions such as a one mile radius of some intersection. The preferred method of describing the area should use compass directions and neighborhood and landmark names where appropriate.

Example:

*The area to be evacuated is north of Oak Street, east of Yaupon St, south of Hwy 35, and west of FM 521. This area includes the Brazosport Mall and Lake Jackson Farms subdivisions and the CHI St. Luke's Hospital.*

- B. Evacuation Routes. The description of evacuation routes should make it clear which direction(s) evacuees should go and which travel directions they should avoid.

Example:

*People who are west of Meridian Avenue should go west on Kingman Road or Exeter Drive. People who are east of Meridian Avenue should go east on 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> Streets or Easy Street. Do not leave the evacuation area by going north.*



**A. Warning – General Incident**

1. The Brazoria County Office of Emergency Management has issued the following warning for those who live, work, or are visiting Brazoria County:
2. An emergency situation involving Brazoria County is currently in progress at: *[Describe location by reference to facility name (if known), street and cross street, other geographic features (rivers, rail lines, etc.), and neighborhood name where appropriate]*
3. Emergency personnel are currently responding to this incident and local officials are monitoring the situation. To keep yourself safe and avoid impeding the emergency response, please avoid this area until further notice.
4. To repeat, an emergency situation involving Brazoria County is currently in progress at: *(Repeat location in 2 above)*. Please avoid this area.
5. Do not call 911 for information about the emergency situation. Instead, stay tuned to this station for additional official information.

**B. Warning – Road/Facility Closure**

1. The Brazoria County Office of Emergency Management has issued the following warning for those who live, work, or visiting Brazoria County:
2. It has been necessary to close certain local streets and highways due to:
  - ☐ flooding
  - ☐ heavy accumulations of snow and ice
  - ☐ fire / explosion
  - ☐ incident involving hazardous materials
  - ☐ Other:
3. As of \_\_\_\_\_ today, the following roads have been closed by law enforcement officials:  

<u>Street or Route</u> _____	<u>At or Between</u> _____
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Please avoid these routes.

4. ☐ If you must travel, use alternate routes, such as:
5. ☐ We recommend that you refrain from driving and remain at home due to the extremely bad travel conditions.
6. ☐ In addition, the following facilities have been closed due to the emergency situation:
7. Again, the roads and streets that have been closed are: *(Repeat list in 3 above)*
8. Please stay tuned to this station for additional information on the current emergency situation.

### **C. Warning - Shelter-in-Place**

1. The Brazoria County Office of Emergency Management has issued the following warning for those who live, work, or visiting Brazoria County.
2. There has been an accidental release of hazardous material that is affecting a portion of the local area. People in the following area must take protective measures:

*[Describe area boundaries]*

3. If you are located in this area, do the following immediately in order to protect yourself:
  - A. Go inside your home, workplace, or the nearest building that appears to be reasonably airtight and stay there. Take your pets with you.
  - B. Close all doors, windows, and any fireplace dampers.
  - C. Turn off any heating or cooling system that draws in air from the outside.
  - D. Keep your radio on and tuned to receive emergency announcements and instructions
  - E. Gather items that you may need to take with you if you are advised to evacuate.
4. People traveling in vehicles should seek shelter in the nearest airtight structure. If a suitable structure is not immediately available, travelers should roll up car windows, close air vents, and turn off the heater or air conditioner until they reach a suitable building.
5. If shelter is not immediately available, keep a handkerchief, towel, or damp cloth snugly over your nose and mouth until you get indoors.
6. (If school is in session.)

☐ Students at the following school(s) are taking shelter at their schools:

Parents should not attempt to pick up students at school until the hazardous situation is resolved and they are advised it is safe to do so.

☐ Students at the following school(s) [have been/are being] evacuated to other facilities:

Parents should not attempt to pick up students from schools that have been evacuated. Local officials will provide information on where to pick up school children as soon as it is available.

7. If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message.
8. Please do not call 911 or local emergency officials for information. Stay tuned to this station for additional information.

### **D. Special News Advisory – Pre-Evacuation**

1. The Brazoria County Office of Emergency Management has issued the following advisory for those who live, work, or visiting Brazoria County.
2. Due to the threat of [\_\_\_\_\_], it may be necessary for people who live, work or are visiting in the certain local areas to evacuate in the near future. This area(s) that may be at risk include:

*[Describe area boundaries]*

3. Evacuation is NOT being required at this time. Local officials will advise you if evacuation is necessary. However, you should be prepared to evacuate if needed. To prepare, you should:

A. Assemble the following emergency supplies:

- Clothing for your family for several days
- Bedding, pillows, and towels
- Prescription medicines & spare eyeglasses
- Soap and toiletries
- Baby food and diapers
- Your address book or list of important telephone numbers
- Your cellular phone and charger
- Your checkbook, credit cards, and cash
- Your drivers license and identification cards
- A portable radio and flashlight.

B. You should also:

- Gather suitcases, boxes, or bags to hold your emergency supplies.
- Be prepared to secure your home or office and your property before you depart.
- Ensure your car is in good shape and you have adequate fuel.
- Decide where you will go if you have to evacuate. Make arrangements with relatives or friends or consider making hotel or motel reservations.

4. ☐ Potential evacuation routes from the area(s) at risk include:
5. ☐ Potential evacuation routes from the area(s) at risk are described in:
6. If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message. And if you have neighbors or co-workers who do not have transportation, offer to assist them if you can.
7. We want to emphasize that this is a PRECAUTIONARY message about possible evacuation. Evacuation is NOT being recommended at this time.
8. Keep your radio or TV on and listen for further information about this situation. Please do not call 911 or local emergency officials for information as this ties up telephone lines needed for emergency operations.

### **E. Warning Message – Urgent Evacuation**

1. The Brazoria County Office of Emergency Management has issued the following warning for those who live, work, or visiting, in Brazoria County.
2. Due to [ ] that [threatens/is affecting a portion of the local area, the County Judge recommends that people in the following area evacuate immediately to protect their health and safety:
3. Recommended evacuation routes from the area(s) at risk include:
4. Be sure to take essential items such as:
  - prescription medicines
  - eyeglasses
  - identification cards
  - checkbook
  - credit cards
  - valuable papers

Do not delay your departure to collect other belongings.

5. Take your pets with you, but make sure you bring a leash, crate, or cage for them. Some shelters and hotels will not accept pets.
6. If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to assist you.
7. If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message. And if you have neighbors or co-workers who need help or do not have transportation, offer to assist them if you can.
8. Repeating, local officials recommend the people in the following area(s) evacuate now:  
*(Repeat the area description in paragraph 2 above.)*
9. Please do not use your telephone except to report a true emergency. Stay tuned to this station for more information and instructions from local officials.

## **F. Warning Message – Mandatory Evacuation**

1. The Brazoria County Office of Emergency Management has issued the following warning for those who live, work, or are visiting in Brazoria County:
2. Due to \_\_\_\_[], the Brazoria County Judge, under Texas Government Code 418.185, has ordered that people evacuate immediately the following area to protect their health and safety and the health and safety of possible rescuers:

3. Recommended evacuation routes from the area(s) at risk include:

4. Be sure to take essential items such as:

- prescription medicines
- eyeglasses
- baby supplies
- personal care items
- identification cards
- checkbook and credit cards
- valuable papers

Listen to this station for more information on what you need to take with you. Secure your home before you depart.

5. Take your pets with you, but make sure you bring a leash, crate, or cage for them. Remember some shelters and hotels will not accept pets
6. Decide where you will stay until the emergency situation is resolved. Staying with relatives or friends or in a hotel or motel is a good choice.
7. If you can't stay with friends or relatives or find a motel room, listen to this station for more information on the locations of public shelters.
8. If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to assist you.
9. If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message. And if you have neighbors or co-workers who need help or do not have transportation, offer to assist them if you can.

10. Repeating, local officials, under Texas law, are ordering the people in the following area(s) to evacuate immediately: *(Repeat the area description in paragraph 2 above.)*
11. Please do not use your cell phone except to report a true emergency. Stay tuned to this station for more information and instructions from local officials.

### **G. Special News Advisory – Supplemental Evacuation Information**

1. The Brazoria County Office of Emergency Management has issued the following advisory for those who live, work, or are visiting in Brazoria County:
2. Due to the threat of [\_\_\_\_], local officials have recommended that people who live, work or are visiting in the following areas evacuate to protect their health and safety:

*[Describe area boundaries.]*

3. Use the following evacuation routes: [list evacuation routes]
4. You should take the following emergency supplies with you:
  - clothing for your family for several days
  - bedding, pillows, and towels for each family member
  - prescription medicines & spare eyeglasses
  - soap and toiletries
  - baby food and diapers
  - address book or list of important telephone numbers
  - checkbook, credit cards, and cash
  - driver's license and identification cards
  - portable radio and flashlight, with extra batteries
5. Plan where you will stay until the emergency situation is resolved. Staying with relatives or friends or in a hotel or motel is a good choice.
6. If you cannot find another place to stay, temporary public shelters will be/have been opened at:
7. Take your pets with you, but make sure you bring a leash, crate, or cage for them as well as pet food.
8. Secure your property before you depart. Shut off all appliances, except refrigerators and freezers. Lock all doors and windows.
9. Expect travel delays on evacuation routes. If you have a substantial distance to drive, you may want to take drinks and ready-to-eat food in your car in case you are delayed.
10. If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to help you.
11. If you have neighbors or co-workers, who need help or do not have transportation, offer to assist them if you can.



12. If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message.
13. Please do not use your telephone except to report a true emergency. Stay tuned to this station for more information and instructions from local officials. If you missed some of the information in this advisory, it will be broadcast again soon.

### **H. Special News Advisory – School & Public Facilities**

1. The Brazoria County Office of Emergency Management has issued the following advisory for those who live, work, or are visiting in Brazoria County.
2. The current emergency situation involving [\_\_\_\_\_] has affected the operation of the number of local facilities. This advisory is intended to provide you an update on the status of schools, hospitals, nursing homes, and other key facilities.
3. ☐ All local public schools have been closed.
4. ☐ The following schools have been closed and students [are being/have been] returned to their homes:

5. ☐ The following schools have been evacuated and their students relocated to other facilities:

School \_\_\_\_\_ Students relocated to: \_\_\_\_\_

☐ Parents should pick up their children at these host facilities.

6. ☐ The following hospitals and nursing homes have been evacuated and their patients relocated to other facilities:

Facility \_\_\_\_\_ Patients relocated to: \_\_\_\_\_

7. ☐ The following government offices, parks, recreation areas, and other public facilities have been closed:
8. Please stay tuned to this station for more information and instructions from local officials.
9. ☐ And please refrain from using the telephone unless you have a true emergency.

<b>PUBLIC INFORMATION CHECKLISTS</b>
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This appendix includes the following Emergency Public Information (PI) Checklists:

Tab A .....Pubic Information Checklist for Flooding

Tab B..... Public Information Checklist for Hazmat Incidents

Tab C..... Public Information Checklist for Hurricanes

### Public Information Checklist for Flooding

✓	<b>Pre-Emergency Phase</b>
	1. Conduct public education and distribute preparedness materials highlighting local flood risk areas, precautionary actions, and protective actions.
	2. In coordination with the EMC, maintain a set of pre-scripted warning and public instructions messages ready for use. See Annex A to the Basic Plan.
	3. Coordinate with school authorities/PIOs on policies/procedures for announcing school closures.
	4. Review local Hazard Analysis and Annex E to EM Plan to identify potential flood risk areas and evacuation routes.
	5. Coordinate with Animal Control, Animal Shelter, and other organizations to determine availability of facilities for evacuated pets and large animals.
	6. Coordinate with PIOs from local response agencies and volunteer groups and develop an effective PIO-to-PIO communication system.
	<b>Readiness Phase</b>
	1. Ensure PIO receives current information on flood watches & warnings.
	2. Coordinate with the Shelter and Mass Care Officer to determine likely shelter sites.
	3. Coordinate with Law Enforcement to determine planned/likely evacuation routes.
	4. In coordination with the EMC, update precautionary action and evacuation message(s). See Annex A of EM Plan.
	5. Develop maps of likely evacuation areas and evacuation routes that can be provided to the media.
	6. Disseminate property protection and evacuation preparedness information to public through media.
✓	<b>Emergency Response Phase</b>
	1. Provide evacuation area and evacuation route maps to media.
	2. Release evacuation recommendation through warning system.
	3. Release information on how transportation will be provided for those who lack it.
	4. Release public instructions on securing property, evacuation routes, and what to take with you.
	5. Release information to media on shelter and mass care facilities available.
	6. Release information to media on where persons needing assistance should call.

	7. Release special instructions for those evacuating pets.
	8. Release information on curfews and travel restrictions in effect within evacuation areas.
	9. Release information on disaster welfare inquiry procedures.
	10. Advise the public not to return to the evacuation area until told to do so.
	11. Inform media of emergency response actions and organizations participating.

✓ **Post-Emergency Phase**

	1. Coordinate with Law Enforcement to obtain information on routes for return of evacuees and areas where reentry is restricted due to damage.
	2. Coordinate with EMC to obtain and release damage assessments to media, updating as additional information becomes available.
	3. Release information to media on return of evacuees and preferred reentry routes, if any.
	4. Release information to media on access controls for damaged areas, if any.
	5. Provide public information on safety precautions for entering damaged buildings and the need to document damage and contact insurance companies.
	6. Release information on disaster relief/recovery programs and facilities.
	7. Release information to media on termination of shelter operations
	8. Release information on debris removal activities.
	9. Release information on volunteer assistance for home cleanup and repair.

Note: This public information checklist is designed for slowly developing floods. For a fast-breaking flood situation, it may not be feasible to conduct some of the readiness activities listed.

**Public Information Checklist for Hazmat Incidents**

✓	<b>Pre-Emergency Phase</b>
	1. Review local Hazard Analysis and Annex E, to obtain information on potential Hazmat risk areas and evacuation routes.
	2. Conduct public education and distribute preparedness materials highlighting local Hazmat risk areas, precautionary actions, and protective actions.
	3. In coordination with the EMC, maintain a set of pre-scripted warning and public instructions messages ready for use. See Annex A.
	4. Coordinate with school authorities, other PIOs, and local media on policies/procedures for announcing school closures or evacuations.
	5. Coordinate with special facilities or special needs populations and local media on policies/procedures for announcing closures or evacuations.
	6. Coordinate with PIOs from local response agencies and volunteer groups and develop an effective PIO-to-PIO communication system.
	7. Coordinate with local media to insure thorough understanding of Hazmat response operations and protective actions such as shelter-in-place and evacuation.
	8. Disseminate evacuation preparedness information to the public.
✓	<b>Readiness Phase</b>
	1. Insure PIO receives current information on potential Hazmat incidents.
	2. Coordinate with the Shelter and Mass Care Officer to determine likely shelter sites.
	3. Coordinate with Law Enforcement to determine planned/likely evacuation routes.
	4. In coordination with the EMC, update precautionary action and evacuation message(s). See Annex A to the Basic Plan.
	5. Develop maps of likely evacuation areas and evacuation routes that can be provided to the media.
✓	<b>Emergency Response Phase</b>
	1. Provide information to the media and public about the incident to include information on the nature of the incident, the expected duration of the incident, instructions to the community on evacuation or shelter in place procedures, symptoms of contamination, and potential health-risks.

✓	<b>Emergency Response Phase (Continued)</b>
	2. Disseminate property protection and evacuation preparedness information to public through the media.
	3. <i>Shelter in Place Actions</i>
	a. Release shelter in place recommendation through the media.
	b. Provide shelter in place instructions to the media.
	c. Provide maps of geographic area that will shelter in place.
	4. <i>Evacuation Actions</i>
	a. Release evacuation recommendation through media.
	b. Provide evacuation area and evacuation route maps to media.
	c. Release information on how transportation will be provided for those who lack it.
	d. Release public instructions on securing property, property protection, and what to take with you.
	e. Release information to media on shelter and mass care facilities available.
	f. Release special instructions for those evacuating pets, and insure that you have the information on which shelters will accept pets or available sheltering facilities for animals.
	5. <i>General Actions</i>
	a. Release information to media on where persons needing assistance should call.
	b. Release information on curfews and travel restrictions in effect within evacuation areas.
	c. Release information on disaster welfare inquiry procedures
	d. Advise the public not to return to the evacuation/shelter in place area until told to do so by the proper authorities.
	e. Inform media of emergency response actions and organizations participating.
✓	<b>Post-Emergency Phase</b>
	1. Coordinate with law enforcement to obtain information on routes for return of evacuees and areas where reentry is restricted due to damage.
	2. Coordinate with EMC to obtain and release damage/contamination assessments to media, and update them as additional information becomes available.

✓	<b>Post-Emergency Phase (Continued)</b>
	3. Release information to media on return of evacuees and preferred reentry routes, if any
	4. Release information to media on access controls for damaged areas, if any.
	5. Provide public information on safety precautions for entering damaged areas and the need to document damage and contact insurance companies.
	6. Release information on disaster relief/recovery programs and facilities.
	7. Release information on termination of shelter operations.
	8. Release information on decontamination activities.
	9. Release information on volunteer assistance.
	10. Release information on clean-up/decontamination activities, if needed.
	11. Keep public and media informed of long-term clean-up activities, potential long-term health effects, liability information, and future mitigation efforts.

Note: As most Hazmat incidents occur without significant warning, it may not be feasible to conduct some of the activities listed in the Readiness Phase.



## Public Information Checklist for Hurricanes

✓	<b>Pre-Emergency Phase</b>
	1. Conduct public education and distribute preparedness materials highlighting local hurricane risk areas, precautionary actions, and protective actions.
	2. In coordination with the EMC, maintain a set of pre-scripted warning and public instructions messages ready for use. See Annex A to the Basic Plan.
	3. Coordinate with school authorities/PIOs on policies/procedures for announcing school closures.
	4. Review local Hazard Analysis and Annex E to EM Plan, to identify potential hurricane risk areas and evacuation routes.
	5. Disseminate information on the availability of facilities for evacuated pets and large animals.
	6. Coordinate with PIOs from local response agencies and volunteer groups and develop an effective PIO-to-PIO communication system.
	7. Disseminate information emphasizing the need for ride sharing during an evacuation.
	<b>Readiness Phase</b>
	1. Ensure PIO receives current information on hurricane watches & warning.
	2. Coordinate with the Shelter and Mass Care Officer to determine likely shelter sites that could be used during the recovery phase.
	3. Coordinate with Law Enforcement to determine planned/likely evacuation routes.
	4. In coordination with the EMC, update precautionary action and evacuation message(s). See Annex A to the Basic Plan.
	5. Develop maps of likely evacuation areas and evacuation routes that can be provided to the media.
	6. Disseminate property protection and evacuation preparedness information to public through media.
	7. Disseminate information to special need facilities and those in mobile home/trailer parks recommending an early precautionary evacuation.

✓	<b>Emergency Response Phase</b>
	1. Provide evacuation area and evacuation route maps to media.
	2. Release evacuation recommendation through warning system.
	3. Release information on how transportation will be provided for those who lack it.
	4. Release public instructions on securing property, evacuation routes, and what to take with you.
	5. Release information to media on shelter and mass care facilities available.
	6. Release information to media on where persons needing assistance should call.
	7. Release special instructions for those evacuating pets.
	8. Release information on curfews and travel restrictions in effect within evacuation areas.
	9. Release information on disaster welfare inquiry procedures.
	10. Advise the public not to return to the evacuation area until told to do so.
	11. Inform media of emergency response actions and organizations participating.
	12. Release information on the availability of food service, gas stations, and medical facilities.

✓	<b>Post-Emergency Phase</b>
	1. Coordinate with Law Enforcement to obtain information on routes for return of evacuees and areas where reentry is restricted due to damage.
	2. Coordinate with EMC to obtain and release damage assessments to media, updating as additional information becomes available.
	3. Release information to media on return of evacuees and preferred reentry routes, if any.
	4. Release information to media on access controls for damaged areas, if any.
	5. Provide public information on safety precautions for entering damaged buildings and the need to document damage and contact insurance companies.
	6. Release information on disaster relief/recovery programs and facilities.
	7. Release information to media on termination of shelter operations
	8. Release information on debris removal activities.
	9. Release information on where to obtain disaster mental health/crisis counseling services.
	10. Release information on volunteer assistance for home cleanup and repair.