

State Planning Standards Checklist for Annex I - Public Information

Jurisdiction(s): Nueces County, Aqua Dulce, Bishop, Driscoll & Petronila

Annex Date: 07/22/15 **Date of most recent change, if any:** 07/22/15

(The date which appears on the signature page)

Note: The annex will be considered Deficient if the *italicized* standards are not met.

| This Annex shall: | Section/paragraph |
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| I. Authority | |
| I-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex in addition to those cited in the basic Plan. | I |
| II. Purpose | |
| I-2. Include a purpose statement that describes the reason for development of the annex. | II |
| III. Explanation of Terms | |
| I-3. Explain and/or define terms and acronyms used in the annex. | III |
| IV. Situation & Assumptions | |
| <i>I-4. Include a situation statement related to the subject of the annex.</i> | IV.A |
| <i>I-5. Include a list of assumptions used in planning for public information operations in emergency situations.</i> | IV.B |
| V. Concept of Operations | |
| <i>I-6. Describe the local concept of operations for public information including how it relates to NIMS operating principles.</i> | V.A |
| <i>I-7. Describe methods of disseminating information and instructions to the public during emergency situations.</i> | V.B |
| <i>I-8. Describe methods of disseminating emergency information to special populations.</i> | V.C |
| <i>I-9. List resources available for disseminating public information.</i> | V.D |
| <i>I-10. Include a list of actions by phases of emergency management to be taken to ensure adequate public information during emergencies.</i> | V.E |
| VI. Organization & Assignment of Responsibilities | |
| <i>I-11. Describe the organization that will be used to provide public information during emergency situations.</i> | VI.A |
| <i>I-12. Include a listing by organization and/or position of the responsibilities for various information tasks during emergency situations.</i> | VI.B |
| VII. Direction & Control | |
| <i>I-13. Describe how public information activities will be directed and controlled during emergency situations.</i> | VII.A |
| <i>I-14. Indicate the line of succession for key public information personnel during emergency situations.</i> | VII.B |
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| VIII. Readiness Levels | |
| I-15. Describe public information actions to be taken at various readiness levels. | VIII |
| IX. Administration & Support | |
| I-16. Provide that the PIO maintain a media contact roster. | IX.A Appendix 1 |
| I-17. Outline policies relating to record keeping for public information operations during emergencies. | IX.B |
| I-18. Describe emergency-related public education programs and sources of materials for such programs | IX.C |
| I-19. Outline training requirements for public information personnel. | IX.D |
| X. Annex Development & Maintenance | |
| I-20. Specify the individual(s) by position responsible for developing and maintaining the annex. | X.A |
| I-21. Make reference to the schedule for review and update of annexes contained in section X of the Basic Plan. | X.B |
| XI. References | |
| I-22. List references pertinent to the content of the annex not listed in the Basic Plan. | XI |
| Other | |
| I-23. Describe general emergency information needs and how information will be collected and disseminated. | Appendix 2 |
| I-24. Provide general guidance for working with the media. | Appendix 3 |
| I-25. Outline policies relating to access by the media to incident sites and emergency facilities. | Appendix 4 |
| I-26. Provide a list of the pre-scripted emergency messages contained in Annex A, Warning. | Appendix 5 |
| I-27. Include emergency public information checklists for principal local hazards. | Appendix 6 |

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| FOR LOCAL GOVERNMENT USE | Signature | Date |
| This Checklist Completed By | | 07/22/15 |

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| FOR GDEM USE | Initials | Date |
| GDEM Regional Liaison Officer Review | | |
| GDEM Preparedness Section Processing | | |