

County of Kings

Emergency Public Information Annex

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INTRODUCTION

The purpose of this Annex is to establish uniform policies for the effective development, coordination and dissemination of emergency information to the public in case of natural or technological emergency or disaster. This Annex has been prepared to be consistent with the California Emergency Plan and the Federal Response Framework format for emergencies and disasters.

Kings County's public information requirements will be determined by the severity of the disaster or emergency as determined by the Kings County Emergency Operations Center (EOC). A significant public information response will involve many Kings County Departments, cities within the operational area, State of California, non-profit and non-government organizations, and federal agencies. This Annex describes these agencies and their roles and responsibilities.

During any activation of the EOC, Kings County Public Information Officers (PIOs) for individual departments must be available to staff the EOC, field locations, or a Joint Information Center (JIC). The disaster procedures for each county department should anticipate this fact and build in appropriate staffing. In order to staff the PIO function on a 24-hour basis for a sustained period of time, trained PIOs from Kings County, augmented by other personnel, need to work in a consolidated JIC in coordination with other local, State and Federal public information personnel.

During disasters, the flow of public information and facts concerning the event and government's response to save lives and to protect human health, property, and the environment must be consolidated. The descriptions provided to the public must reflect the best information available. The best information source for Kings County government is the County EOC.

Scope

This Annex has been developed to address the needs of all of Kings County regarding issues of public information during an emergency or disaster event. It addresses the alert, warning and notification of emergency information to the general public, including the access and functional needs populations. Providing accurate emergency information will increase the response and safety of the public.

This Annex provides the following information:

- Guidelines to follow when responding to immediate public information needs during a disaster
- Authorities and references that relate to public information
- Concept of operations for public information
- Agencies and organizations involved in public information
- Roles and responsibilities of jurisdictions and agencies regarding public information
- Guidance to provide coordinated public information

Policy

It is the policy of Kings County to develop plans and procedures to address public information needs during an emergency or disaster response within the County. Kings County is responsible for the dissemination of accurate and timely information to the affected populations and will use all local resources before requesting mutual aid from the State or Federal levels. Information released to the media and/or public will be verified through the EOC Director and public information staff. In addition, the County will ensure that considerations will be taken to include all persons with disabilities and people with access and functional needs (PAFN), including those who speak and/or

read languages other than English. It is further the policy of Kings County to use the concept of a JIC to ensure the coordinated release of emergency information.

ASSUMPTIONS AND CONSIDERATIONS

Planning Assumptions

Depending on the nature and magnitude of the emergency, different levels of public information will be required. Public information may in fact be the primary function occurring during an emergency. This may happen when:

- Due to media coverage, the public perceives there to be a bigger story than what is actually happening
- Rumors or misinformation cause unnecessary distress among citizens, provoke counter-productive public actions, and impede response and recovery efforts

The Reverse 9-1-1 system is currently in place to contact most residents within a specified area with a brief notification message and has the ability to report back which residents received the call.

The Kings County Alert system (mass notification system), is in the process of being put in place to notify residents within a specific area. The system can provide a brief notification message and has the ability to report back which residents received the call. All notifications sent by the system will be done through the Kings County Office of Emergency Management.

Once the initial warning is accomplished, the PIOs have the task of keeping the public informed of what to do to prevent injury or property damage, and what actions the government is taking. Normal means of communications may not be available. In those situations, nontraditional means of communicating with the public must be established and utilized.

PIOs focus on stopping rumors and providing accurate and timely information using all dissemination methods. The general public and media will demand information about the emergency situation and instructions on proper survival/response actions. Residents will remain calm and make wise decisions if they have up-to-date information about the emergency situation.

In addition to the Kings-Alert system, the Emergency Alert System (EAS) is the best means to give a rapid, initial warning to the public. It will be used in time sensitive, life threatening situations when the public must be warned immediately of an impending emergency or disaster.

The local media, particularly radio, can perform an essential role in providing emergency instructions and status information to the public. Depending on the severity of the emergency, or the media's perception of the severity of the emergency, regional and national media will also demand information and may play a role in reassuring (or alarming) distant relatives of disaster victims.

A variety of communication options exist. Not all may be available. Using available methods depends on circumstances. Telephone communication may be sporadic. Local and regional radio/television stations without emergency power may also be off the air.

Demand for information will be overwhelming if sufficient staff is not provided and if staff is not

trained. The emergency organization will become overwhelmed by the demand for information if a sufficient number of trained staff is not available. Likewise, having little information or inaccurate information will increase anxiety and may cause the public to make poor decisions.

If the scale of the disaster requires it, a JIC will be established to coordinate and disseminate accurate and timely emergency public information.

Public Information Considerations for PAFN

In planning for public information, including emergency alert and warning, all populations, including persons with disabilities and people with access and functional needs (PAFN) need to be considered. The PIO, or JIC if activated, will work with the Kings County Human Services Agency (HSA) and Public Health in the EOC to determine the disability and PAFN demographics of the affected area(s) and to implement various specialized communication dissemination methods, as needed.

ROLES AND RESPONSIBILITIES

Overview

Emergency public information to both the general public and the media will only be provided through the PIO of the County EOC and the Kings County Office of Emergency Management, unless the EOC is not yet activated; in which case the Incident Commander may release information based on the facts of the incident.

All individuals working at either the field response level or the EOC will refer inquiries from the media or general public to the Public Information Officer or the Incident Commander (under the appropriate, limited circumstances where the event does not require a PIO). In emergencies or disasters involving multiple jurisdictions and federal responders, a JIC may be established in close proximity to the incident to coordinate information releases from a central point.

Kings County

In Kings County, the lead Public Information Officer (PIO) is the official spokesperson for all alerts and warning messaging released from the County. The responsibility is typically assigned to the EOC Director who in turn assigns public information operations and management to the PIO or the JIC. In all cases, the Director of Emergency Services and/or the EOC Director is responsible for final approval of message content.

Public Information Officer

The PIO is the primary point of contact between the EOC, the media and the public. The PIO prepares information releases, briefs media representatives, provides for press conferences, and oversees rumor control activities. The PIO serves as a member of the Management Staff and reports directly to the Director of Emergency Services or the EOC Director. Assistant Public Information Officers may be assigned as needed. The Assistants may represent other jurisdictional departments, agencies, and/or other jurisdictions; and may also be assigned to handle specific public information functions.

A primary source of information for the Public Information function will be from the Situation Analysis Unit in the Planning Section. While not all information in the Unit may be appropriate for the public, the information in Situation Analysis should be the best available and will have been verified for accuracy. The PIO will provide guidance, as appropriate, to other departments/agencies on the release of emergency related information. The PIO's responsibilities include:

- Serve as the central coordination point for the Operational Area for all media releases
- Coordinate with 2-1-1 Kings County and provide them with an up-to-date message
- Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information
- Ensure that all rumors are responded to in a timely manner and with factual information
- Coordinate media releases with Public Information Officers at incidents or representing other affected emergency response agencies as required
- Develop the format for press conferences in conjunction with the EOC Director
- Maintain a positive relationship with media representatives and respond to all media requests
- Supervise the Public Information function and the JIC, if activated

The public information function within an EOC may have special organizational needs due to the possible size of the organization required to meet the agency or jurisdictional information needs. Development and management of additional public information staff will follow the Standardized Emergency Management System (SEMS) and fit within the current EOC management structure. In emergencies or disasters involving multiple jurisdictions and federal responders, a JIC may be established to coordinate information releases from a central point in close proximity to the incident.

County Administrator's Office – Public Information Officer

The County Public Information Officer (PIO) is the primary spokesperson for communicating emergency information to the public. The PIO shall:

- Organize and coordinate the emergency public information program for the County, to include the preparation and maintenance of a JIC procedures manual
- Conducts training for County department personnel Establish and coordinate procedures and the use of designated facilities by the Kings County PIO Team during emergencies and disasters
- Provide trained PIO staff that can independently set up and operate the Joint Information Center (JIC) when it is activated

Public Information Officer Team

The PIO Team is comprised of the lead County PIO, along with any Assistant PIOs as assigned. Assistant PIOs will report to the Lead PIO who will, in turn, report to the Director of Emergency Services. The PIO Team will provide public information news to the media via news releases, news conferences, and media telephone inquiries. If a JIC is established, the PIO Team will work from the JIC and report information out to the media and public in coordination with the EOC's approval. Information will also be provided directly to the public via the Internet using Kings County and other joint regional public information sites.

Joint Information Center

When necessary, a Joint Information Center (JIC) will be established to coordinate the handling of emergency public information operations for Kings County.

The JIC is a central location that facilitates the coordination of information across all involved agencies and jurisdictions. A JIC may be established at various levels of government, at incident

sites, or can be components of federal, state, tribal, territorial or regional operations. A JIC may be established at a suitable location, removed from the EOC, but in close proximity to provide for effective management of emergency public information functions.

When activated, the JIC will be staffed by personnel trained to conduct emergency public information activities, including coordinating inter-jurisdictional media releases and the management of rumor control functions. Informational releases are cleared through the EOC (Area Commander or Incident Command, if the EOC is not activated). Regardless of where the JIC is established, emergency public information functions will continue to be managed from the EOC.

Cal OES Public Information

In the event an emergency or disaster situation is beyond the capabilities of Kings County, assistance may be requested from the California Office of Emergency Services (Cal OES) at the State level. In this case, a JIC will have been activated and the State liaison will work with the Kings County PIO for the communication of the appropriate public information. State assistance may be needed when:

- The means of dispersing public information at the local government level is damaged or overwhelmed
- Critical information needs to be disseminated to victims, responders, recovery personnel and members of the media
- Multiple response agencies and levels of government need to work cooperatively to provide consistent emergency information

Private Entities and Nonprofit Entities

2-1-1 Kings County

2-1-1 Kings County is a public information service that allows residents to call in for general community information, as well as emergency public information. An agreement is currently in place between Kings County and 2-1-1 Kings County to provide emergency information assistance. The PIO, or JIC when activated, is responsible for providing information to 2-1-1 Kings County. This is especially important when 9-1-1 is overloaded, or the affected population does not feel comfortable calling 9-1-1 for assistance.

Nongovernment/Nonprofit/Voluntary Organizations

Non-government, non-profit and voluntary organizations have a significant role in public information within the County. Organizations will be looking for up to date information and citizens will be turning to their familiar community organizations as a source of information. Accurate and timely information that is developed by the PIOs and approved by the EOC will need to be disseminated to local organizations as well as residents. PIOs will work with all information personnel, including organization liaisons, to ensure the communication of the most accurate and up-to-date information.

Local Radio and Television Stations, and Alert systems of Print Organizations

Local radio and television stations as well as print media will be utilized to get emergency information, alerts and warnings out to the public including various methods to reach people with disabilities and PAFN. The County PIO will work directly with the media to coordinate the dissemination of messages, using only messages that have been developed within the EOC or JIC, and approved by the EOC Director.

CONCEPT OF OPERATIONS

Kings County PIOs prepare and distribute disaster information to the public before, during, and after disaster and emergency events, using all available media and communication methods. Public information will be phased in accordance with the size and scope of the emergency or disaster.

The initial response will normally be covered by operating the public information function from the County EOC, with the EOC Director assembling a team of one or more departmental PIOs. Based on the nature of the incident(s), a PIO Team may need to be dispatched to deal with the media at the scene of an incident in support of an Incident Commander.

In a large-scale disaster, the PIO function will be conducted from a JIC that includes other non-Kings County jurisdictions. These may include, but are not limited to other cities, special purpose districts, other counties, state and federal representatives, as well as business and industry representatives. The purpose of the JIC is not to control the activities of other jurisdictions, but to provide a forum for the sharing of information between jurisdictions and a central point for the media to get information.

Concurrent with the establishment of the PIO function at the EOC, the County PIO will, when required, establish a "Disaster Hotline." This Hotline will be used to provide timely and accurate information on what the County, State and Federal governments are doing to respond to citizens' needs. This Hotline will be supervised by the Public Information EOC staff and may operate from the EOC, be co-located with the JIC, or located in another facility. An active liaison position or function will be required between the EOC and the Public Information function to ensure that the information being disseminated is consistent between the three entities. The 2-1-1 Kings County call center may be enlisted to assist with Disaster Hotlines.

Organization

The EOC Director is the lead PIO in the event of any activation of the EOC. Control of the Public Information function will be directed by the EOC Director or his designee. All PIO actions will be coordinated with the EOC via the EOC Director or his/her designee.

During any activation of the EOC, County PIOs, depending on the nature and severity of the event may no longer be available to serve the needs of their individual departments. Instead, they must be available to staff the EOC, field locations, or a JIC. If individual departments need specific public information support, it will be provided on a prioritized basis by the PIO team at the EOC.

Emergency public information functions include, but are not limited to:

- Facilitate the issuance of effective warning information using available communications networks and methods
- The timely and accurate dissemination of official information to the public during periods of emergency
- Coordinating the release of official news and information through recognized broadcast and print media services and organizations
- Response to specific media inquiries and calls from the public requesting information assistance
- Establishment and operation of a 24-hour emergency public information point of contact
- Establishment and operation of a JIC, as necessary to support County government and Operational Area emergency public information activities

- Provision of emergency public information support to field Incident Command as requested
- Control of rumors and misinformation
- Disseminate information regarding assisting friends and family members who are disabled or others with access and functional needs, having medications and essential life support items available, and information regarding the care for service and companion animals

Pre-Response Phase

PIO personnel are identified in various County Departments. These trained staff will be called upon during emergencies and disasters to staff the PIO position at the EOC, or may be needed to support an Incident Command post or work in a multi-agency JIC. PIO staff will participate in training and EOC exercises in order to improve and maintain their skills. To ensure effective information dissemination during emergencies, the County is committed to having solid working relationships with the local media before a disaster.

Response Phase/Public Information Coordination

Alert and Warning Systems

Depending upon the threat and time availability, the EOC will initiate alerts and warnings utilizing a variety of communication methods. As in any emergency, the effectiveness of any warning will be dependent upon many factors including:

- Time availability
- Initial notice of threat
- Time of day
- Language barriers
- Communication systems viability

The County will use the following systems for providing alert and notification.

- Activation of the Emergency Alert System
- Activation of the California Health Alert Network (CAHAN)
- Activation of existing automatic telephone notification systems available within the County EOC and within other local jurisdictions (Everbridge)
- Rapid field warnings using response personnel
- Media broadcast alerts

In order to ensure people with disabilities and others with access and functional needs have been notified, the PIO will coordinate with the appropriate Kings County department representative to ensure appropriate messaging and notification methods are used in the impacted area. Systems, methods and considerations include, but are not limited to:

- TDD/TDY telecommunications devices for blind/deaf
- Outreach to Behavioral Health client list
- Outreach to In Home Support Services (IHSS) client list
- Outreach to Foster Children in the County's care
- Notification to Superintendent of schools, and activation of call-down systems for schools in impacted area
- 2-1-1 alert, and their provision of accurate, timely information to their citizenry
- Outreach to non-government organizations, faith-based organizations (FBOs) and

community based organizations (CBOs)

Emergency Alert System

The Emergency Alert System (EAS) is a national public warning system that requires TV and radio broadcasters, cable television systems, wireless cable systems, satellite digital audio radio service providers, direct broadcast satellite service providers, and wire line video service providers to offer to the President the communications capability to address the American public during a national emergency. The system also may be used by state and local authorities to deliver important emergency information such as AMBER Alerts (for missing children) and emergency weather information targeted to a specific area.

The Emergency Alert System is a network of public broadcast stations and interconnecting facilities, authorized by the Federal Communications Commission to operate in a controlled manner during wartime, or during a state of disaster or national emergency. The system is designed to provide a communications link between government authorities and the public. Priority for use is:

- Presidential messages
- Local programming
- State programming
- National programming and news

Local Alert and Notification

The local alert and notification system is used by the County Office of Emergency Management to contact residents immediately regarding disaster information. This mass notification system, also known as the Everbridge, has the ability to call, email, and text residents who opt into the system and can generate warnings and alerts that are specific to a geographic area.

Recovery

The public information program will continue through the recovery period, providing information and instructions about county, state and federal government emergency operations, future plans for restoration of disaster affected areas, and instructions on how to apply for federal disaster assistance programs administered by the State. More information regarding the recovery process and procedures for Kings County is included in the Kings County Emergency Operations Plan, Recovery Annex.

ANNEX MAINTENANCE

The Kings County Office of Emergency Management will maintain any updates and revisions of this Emergency Public Information Annex with the Public Information Officers within the County Administrator's office.

Those agencies and organizations listed as having anticipated roles and responsibilities under this Annex shall inform the Kings County Office of Emergency Management when they are aware that changes need to be made.

Attachment 1: Initial Response/EOC Activation

Public Information Officer Checklist

When there is a need to disseminate emergency information to the public:

- Obtain a briefing from the Emergency Operations Center (EOC) Director or Planning Section Chief for the most up-to-date information.
- Initiate and maintain an activity/position log, recording information and requests.
- Determine the need for additional public information staff and resources.
- Assign Assistant Public Information Officers, as needed.
- Contact local media personnel for the need to disseminate information to the public.
- Update the Emergency Services Chief/Coordinator on the current status of the public information function and available staff.
- Determine the need to establish the Disaster or Citizen Information Hotline.
- Determine messaging considerations for persons with disabilities and others with access and functional needs, including the dissemination of information in different languages.

Response Operations

When there is a need to coordinate and communicate information regarding an emergency or disaster event:

- Determine the need for information coordination between all involved agencies and jurisdictions.
- Activate and staff the Joint Information Center (JIC) as needed.
- Coordinate messaging between multiple impacted municipalities and districts.
- Manage and brief the media on the status of the event.
- Record and respond to all media requests.
- Manage rumor control activities.
- Coordinate the collection of accurate and up-to-date information with the Situation Status Unit in the Planning Section of the EOC and participate in Situation Status briefings.
- Manage the Disaster and/or Citizen Information Hotline.
- Ensure the persons with disabilities and others with access and functional needs are continually considered, and focused messaging is provided as needed.

Demobilization

- Participate in After Action meetings and discussions.
- Collect, finalize and submit all activity/position logs and other emergency-related documentation to the Planning Section.
- Coordinate with all involved jurisdictions and agencies regarding the demobilization of the JIC, if applicable.

Attachment 2: Pre-Scripted Messages

Warning – General Incident

The Kings County Office of Emergency Management has issued the following warning for those who live, work, or who are visiting in [county/city/jurisdiction].

An emergency situation involving [county/city/jurisdiction] 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].

Emergency personnel are currently responding to [incident name] and local officials are monitoring the situation. To keep yourself safe and avoid impeding the emergency response, please avoid this area until further notice.

To repeat, an emergency situation involving [county/city/jurisdiction] is currently in progress at: (Repeat location in 2 above). Please avoid this area.

Do not call [911] for information about the emergency situation. Instead, stay tuned to [radio/TV station] for additional official information.

Warning – Road/Facility Closure

The Kings County Office of Emergency Management has issued the following warning for those who live, work, or who are visiting in [county/city/jurisdiction]:

It has been necessary to close certain local streets and highways due to:

- Flooding
- Fire / explosion
- Incident involving hazardous materials
- Other:

As of [time of day] today, the following roads have been closed by law enforcement officials:

Street or Route Name
At or Between

Please avoid these routes:

If you must travel, use alternate routes, such as:

We recommend that you refrain from driving and remain at home due to the extreme adverse travel conditions.

In addition, the following facilities have been closed due to the [incident name].

Again, the roads and streets that have been closed are: (Repeat as listed)

Please stay tuned to [radio/TV station] for additional information on the current emergency situation.

Warning Shelter-in-Place

The Kings County Office of Emergency Management has issued the following warning for those who live, work, or who are visiting in [county/city/jurisdiction].

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].

If you are located in this area, do the following immediately in order to protect yourself:

- Go inside your home, workplace, or the nearest building that appears to be reasonably airtight and stay there. Take your pets with you.
- Close all doors, windows, and any fireplace dampers.
- Turn off any heating or cooling system that draws in air from the outside.
- Keep your radio on and tuned to [radio station] to receive emergency announcements and instructions.
- Gather items that you may need to take with you if you are advised to evacuate.

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.

If shelter is not immediately available, keep a handkerchief, towel, or damp cloth snugly over your nose and mouth until you get indoors.

If you know of any neighbors, family members, or co-workers with hearing or language issues or having additional needs, please advise them of this message.

Please do not call [911] or local emergency officials for information. Stay tuned to [radio/TV station] for additional information.

If school is in session, choose one of the following:

- 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.

Special News Advisory – Pre-Evacuation

The Kings County Emergency Operations Center has issued the following advisory for those who live, work, or who are visiting in [county/city/jurisdiction].

Due to the threat of [insert threat], it may be necessary for people who live, work or who 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]

Potential evacuation routes from the area(s) at risk include: _____.

Evacuation is NOT being recommended 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 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 checkbook, credit cards, and cash.
- Your driver's license and identification cards.
- A portable radio and flashlight.

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.

If you know of any neighbors, family members, or co-workers with hearing or language issues or having additional needs, please advise them of this message. And if you have neighbors, family members, or co-workers who do not have transportation, offer to assist them if you can.

We want to emphasize that this is a PRECAUTIONARY message about possible evacuation. Evacuation is NOT being recommended at this time.

Keep your radio or TV on and listen for further information about this situation. Please do not call 9-1-1 or local emergency officials for information as this impacts telephone lines needed for emergency operations.

Warning Message – Urgent Evacuation

The Kings County Office of Emergency Management has issued the following warning for those who live, work, or who are visiting in [county/city/jurisdiction].

Due to [insert emergency] that threatens/is affecting a portion of the local area, the [County Executive/City Mayor] recommends that people in the following area evacuate immediately to protect their health and safety:

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

Be sure to take essential items such as:

- prescription medicines
- eyeglasses
- identification cards
- checkbook
- credit cards
- valuable papers
- Assistive devices (such as walkers, cane, hearing aids, etc.)

Do not delay your departure to collect other belongings.

Things to Remember

1. Take your pets with you, but make sure you bring a leash, crate or cage, as well as food supplies for them. Some shelters will not accept pets.
2. If you have no means of transportation, or if you are physically unable to evacuate on your own, ask a neighbor, friend, or relative to assist you.
3. If you know of any neighbors, family members, or co-workers with hearing or language issues or having additional needs, please advise them of this message. And if you have neighbors, relatives, or coworkers who need help or do not have transportation, offer to assist them if you can.

Repeating, local officials recommend the people in the following area(s) evacuate now: (Repeat the area above.)

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.

Warning Message – Mandatory Evacuation

The Kings County Office of Emergency Management has issued the following warning for those who live, work, or who are visiting in [county/city/jurisdiction]:

Due to [insert emergency], the [County Executive/City Mayor], under California law, has ordered that people evacuate immediately the following area to protect their health and safety and the health and safety of possible rescuers.

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

Be sure to take essential items such as:

- prescription medicines
- eyeglasses
- baby supplies
- personal care items
- identification cards
- checkbook and credit cards
- valuable papers
- Assistive devices (such as walkers, cane, hearing aids, etc.)

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

Things to Remember

1. Take your pets with you. Make sure you bring a leash, crate or cage, and food supplies for them. Remember some shelters will not accept pets.
2. Decide where you will stay until the emergency situation is resolved. Staying with relatives or friends or in a hotel/motel is a good choice.
3. 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.
4. If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor, relative or friend to assist you.
5. If you know of any neighbors, family members, or co-workers with hearing or language issues or having additional needs, please advise them of this message. And if you have neighbors, family members, or coworkers who need help or do not have transportation, offer assistance if you can.

Repeating, local officials, under California law, are ordering the people in the following area(s) to evacuate immediately: (Repeat the area description above.)

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.

Special News Advisory – Supplemental Evacuation Information

The Kings County Office of Emergency Management has issued the following advisory for those who live, work, or who are visiting in [county/city/jurisdiction]:

Due to the threat of [insert emergency], 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.]

Use the following evacuation routes: _____.

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
- Assistive vices (such as walkers, canes, hearing aids, etc.)

Things to Remember

1. 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.
2. If you cannot find another place to stay, temporary public shelters will be/have been opened at: _____.
3. Take your pets with you, but make sure you bring a leash, crate or cage, as well as pet food and supplies for them.
4. Secure your property before you depart. Shut off all appliances, except refrigerators and freezers. Lock all doors and windows.
5. 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.
6. If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor, friend or relative to help you.
7. If you have neighbors, family members, or co-workers, who need help or do not have transportation, offer to assist them if you can.
8. If you know of any neighbors, family members, or co-workers with hearing or language issues or having additional needs, please advise them of this message.

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.

Attachment 3: Media Contact Information

Kings County maintains a list with updated person-specific contact information for the following media. The information below provides general contact information only.

1. News Media
2. Print Media
3. Radio Stations
4. Online Only Contacts
5. Government Access Channels and Locations