

Public Information

I. Purpose

To provide an overview of how emergency public information will be disseminated in the event of a major emergency/disaster.

II. Spokesperson(s)

In New Prague the Public Information Officer is the Communications Coordinator in the Administration Department. In an emergency/disaster, the Communications Coordinator will work with the Mayor, City Administrator and Police and Fire Chiefs to determine what to release as public information (these are the four personnel authorized for media contacts during emergencies). The Media Staging Area located at the City Hall Building will be the official location for the media during an emergency.

III. Responsibilities

- A. City personnel in the field will be responsible for relaying important information about the emergency/disaster to the EOC where it will be given to the Communications Coordinator.
- B. The Communications Coordinator will coordinate all city news releases, and be responsible for rumor control issues. The Mayor, City Administrator, Police Chief or Fire Chief are responsible for disseminating information and instructions to the public on a timely basis. The list of media (TV, Radio, Newspapers) is in [Annex O](#)
- C. The Communications Coordinator and Emergency Management Director will be responsible for arranging control of rumors..
- D. The Communications Coordinator will be responsible for ensuring that a system exists for responding to the inquiries of families regarding the status of relatives. (See the [Mass Care Annex](#))
- E. The Emergency Management Director will be responsible for ensuring that the Emergency Broadcast System (EBS) is activated when necessary.
- F. The Emergency Management Director will be responsible for the preparation of materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions, and other appropriate survival measures.

- G. The Police Chief will be responsible for the preparation of: instructions for people who must evacuate from a high-risk area, and sheltering location(s).
- H. The Police Chief will be responsible for instructions that identify centrally located staging areas and pickup points for evacuees without private automobiles or other means of transportation.
- I. The Scott/LeSueur County Emergency Manager/Red Cross will be responsible for preparing instructions for evacuees use upon arrival in a hosting area. Such instructions would indicate the location of reception centers, shelters, lodging, feeding facilities, and medical centers.

V. Authentication

City Administrator

Date