

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 Jordan the Public Information Officer is the City Administrator. In an emergency/disaster, the City Administrator will work with the Mayor and the Police and Fire Chiefs to determine what to release as public information (these are the three personnel authorized for media contacts in addition to the City Administrator during emergencies). The media staging area will be determined by the City Administrator.

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 City Administrator.
- B. The City Administrator 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 City Administrator and Emergency Management Director will be responsible for arranging for rumor control.
- D. The City Administrator 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 or his designee 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 or his designee 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 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.

IV. Authentication

Emergency Management Director

Date

Mayor

Date