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EMERGENCY PUBLIC INFORMATION ANNEX F

I. PURPOSE

This Emergency Public Information Plan is divided into two sections; the first detailing the responsibilities of the Public Information Officers for the City and County of Boulder and the second section provides general information for public officials in dealing with the print and broadcast media in disaster situations.

The purpose of this plan is to provide information to the public that will, in the event of a disaster, minimize injury to people and damage to property. The Public Information Officer serves two related purposes. The first responsibility is to the general public in time of emergency and the second is to the general day-to-day public information duties that help keep the public informed as to what is being done to protect their welfare in time of emergency. This plan concerns itself basically with the first. The plan sets forth some basic procedures to assist the elected or appointed heads of government in communicating with the population when it is threatened by or struck by a disaster, and to provide mutually-recognized channels of communications between government and news media.

The Emergency Public Information Plan provides information and instructions to:

- _____ The Boulder County Board of Commissioners, the City of Boulder City Manager, Sheriff of Boulder County and heads of concerned City/County departments with the means of keeping the public informed of a disaster situation and to advise them of appropriate courses of action.
- _____ Assure timely dissemination of essential information that will increase survivability and reduce loss of property, before, during and after a disaster.
- _____ Supply the media with accurate and timely news information from a central source so that rumors are minimized and disruption of the emergency response is avoided.

II. GENERAL INFORMATION

Boulder County and the City of Boulder are covered by locally based media, including radio and television

broadcast stations and newspapers. In the event of a major disaster, these media would provide a means of disseminating emergency information. Other media from the adjacent Denver metro areas also serve Boulder County and the City of Boulder. They would be able to disseminate emergency information if local media were incapacitated by the disaster. Local and area media, individually and collectively through the Emergency Alert System (EAS), will cooperate with officials and will publicize necessary information at their request. Citizens will turn to local and area media as sources of information and guidance. (See media listing on Pages F-3, and F-4. Elected officials and department heads will be occupied with the immediate effects of a disaster and a source of information must be available to professional news personnel.

III. RESPONSIBILITIES

The responsibility for Emergency Public Information is vested with the Board of County Commissioners, the City Manager for the City of Boulder, and the Boulder County Sheriff. Boulder County, the City of Boulder and the Boulder County Sheriff's Office have appointed Public Information Officers (PIOs). These PIO's have met and discussed areas of responsibilities should an emergency or disaster occur that affects all jurisdictions. In particular, they have agreed to immediately establish contact, by telephone or through Boulder Regional Communications Center, to decide if a press area is to be established and where, who will be responsible for the area and what aspects of the situation are to be covered by each Public Information Officer.

THE PUBLIC INFORMATION OFFICERS WILL:

- _____ Develop and maintain appropriate emergency operations procedures to carry out the emergency public information functions during disaster operations.
- _____ Coordinate with department heads and emergency service agencies to familiarize them with the public information system and their role in it.
- _____ Provide advice to the Chairman of the Board of County Commissioners, Sheriff, and/or City Manager and act as his agent to carry out the release of information.
- _____ Release to the media only information authorized by the Chairman of the Board of County Commissioners, Sheriff, and/or City Manager. The only exception is when delay

would materially increase the hazard to life or property.

_____ Act as liaison between the media and public officials.

_____ Withhold all information of questionable accuracy pending verification, unless to do so would unnecessarily endanger life and property.

_____ Maintain records of all information released to the media.

Many local emergency situations may develop slowly allowing actions by local government to save lives and reduce property losses. For example, precautionary actions will be taken if prolonged heavy rains in The Boulder Creek drainage area threaten to cause flooding. Public information actions during such local emergencies will include:

_____ Public information announcements to keep the public responsibly informed regarding the development of the emergency situation. These announcements will contain significant developments as they occur and will be given on a periodic basis as needed.

_____ Public information announcements to keep the public responsibly informed of official actions taken to cope with the emergency.

_____ Announcements to inform the public what protective actions can be taken by individuals, families or groups.

If information is released other than through the Chairman of the Board of County Commissioners, the City Manager, and/or the Sheriff or their PIO's, the official releasing the information will inform the PIO of what information was released, when, to whom, and why. Copies will be provided to the PIO for records. This will be done as soon as possible after the release of the information.

IV. PUBLIC OFFICIALS AND THE MEDIA

An important function for public officials in any emergency or disaster situation within the City/County of Boulder is meeting with the media to provide official information about the current situation. The media needs to be told what local government is doing to control and contain the emergency, and all other facts, observations, instructions etc., that the Commissioners, City Manager, and/or Sheriff might consider essential for the safety of the public and to control disruptive rumors.

The following is a listing of the types of information the media has asked of public officials or their PIO's in past emergencies or disasters.

A. Casualties

- C Number killed or injured
- C Number who escaped injury or death
- C Nature of the injuries sustained
- C Type and location of care given to the injured
- C Disposition of the dead
- C Prominence of anyone killed, injured, or surviving
- C How escape was attained or hampered

B. Property Damage Related To The Event

- C Estimated value of loss
- C Description - kind of facility affected
- C Importance of the property, e.g. historic, etc.
- C Other property threatened
- C Insurance protection of property
- C Previous emergencies in the area

C. Causes Of The Emergency Or Disaster

- C Testimony of participants (Names, location, etc.)
- C Testimony of witnesses (Names, location, etc.)
- C Testimony of responders, e.g. police, fire, emergency preparedness people
- C How emergency was discovered
- C Who sounded the alarm
- C Who summoned aid
- C Previous indications of danger

D. Rescue And Relief

- C Number engaged in rescue and relief operation
- C Any prominent persons in the relief crew
- C Equipment used and where obtained
- C Handicaps to rescue, e.g. weather, etc.
- C Care of destitute and homeless
- C How the emergency was prevented from spreading
- C How property was saved
- C Specific acts of heroism

E. Descriptions Related To The Emergency

- C Spread of the emergency
- C Blasts or explosions
- C Crimes or violence related to the event, e.g. sabotage
- C Attempts at escape or rescue
- C Duration of the state of emergency
- C Collapse of structures, extent of spill, etc.

F. Accompanying Incidents

- C Number of spectators - attitudes and crowd control
- C Unusual happenings, if any
- C Need to limit access
- C Anxiety or stress of survivors and family members

G. Legal Actions Resulting From The Event

- C Inquests; coroner's reports
- C Police activity
- C Insurance company activity
- C Professional negligence or inaction (**Exercise Caution**)
- C Suits stemming from the incident (**Exercise Caution**)
- C Investigations by State or Federal Agencies

H. Follow-Up Actions

- C What the City/County plans to do, (rebuild, etc.)
- C What the local community is likely to do
- C Future actions by industry, local agencies, State, etc.
- C Impact of event on industry, economy of region, etc.

BOULDER AND DENVER AREA MEDIA

Boulder County Radio Stations

- KBCO Boulder 303-444-5600 (Switchboard)
303-444-5233 (Newsroom)
- KGNU Boulder 303-449-4885 (Switchboard)
- KWAB Boulder 303-444-1490 (Switchboard)
303-442-5265 (Newsroom)
- KLMO Longmont 303-776-2323 (Switchboard)

Denver Area Television Stations

- KWGN-Channel 2 303-740-2855 (Newsroom)
3 0 3 - 7 4 0 - 2 2 2 2
(Switchboard)
- KCNC-Channel 4 303-830-6397
(Newsroom)
3 0 3 - 8 6 1 - 4 4 4 4
(Switchboard)
303-442-4244 (Boulder#)
- KMGH-Channel 7 303-832-0162 (Newsroom)
3 0 3 - 8 3 2 - 7 7 7 7
(Switchboard)
- KUSA-Channel 9 303-871-1499 (Newsroom)
3 0 3 - 8 7 1 - 9 9 9 9

(Switchboard)

Denver Area Radio Stations

- KHOW/KBPI 303-713-8000
- KIMN 303-631-2900
- KLZ 303-433-5500
- KOA 303-892-4800
- KRKS 303-750-5667
- KYGO 303-534-8121

Emergency Alert System (EAS)

FCC rules state all broadcast stations must monitor two (2) EAS sources assigned when activation is requested by a designated official. Designated officials should coordinate EAS activation requests with the local primary source (LP-1) and with the (LP-2) as a backup.

An activation request assumes that a disaster or emergency has reached a stage where EOC activation is in progress, and these actions need to be supplemented by public safety information from government entities.

Upon authentication, designated officials and EAS source personnel determine transmission details (e.g., live or recorded, immediate or delayed). Officials should provide emergency program material including a description of the emergency, actions being taken by local government, and instructions to the public.

Primary Sources:

LP-1: KOA-AM
Station Contact: Personnel on duty
Telephone: 303-892-4874
On Air Hours: 24 Hours
Frequency: 850 kHz

LP-2: KYGO-FM
Station Contact: Personnel on duty
Telephone: 303-534-8121
On Air Hours: 24 Hours
Frequency: 98.5 MHZ

The Emergency Alert System can be accessed by:

- _____ *Emergency Management Director*
- _____ *Boulder County Sheriff*
- _____ *Boulder Regional Communications Center Manager*

(See Annex B - Warning Plan for more details.)

Boulder County Daily Newspapers

Daily Camera 303-473-1365

Daily Times-Call 303-776-2244
Metro # . . . 3 0 3 - 4 4 4 -
3636

Colorado Daily 303-443-6272

Boulder County Weekly Newspapers

Broomfield Enterprise 303-466-3636

Lafayette News 303-665-6515

Louisville Times 303-666-8617

Mountain Ear, The 303-258-7075

Boulder Weekly 303-494-5511

Old Lyons Recorder 303-823-6625

Denver Daily Newspapers

Rocky Mountain News 303-892-5000
(Boulder#) . 3 0 3 -
442-8729

Denver Post 303-820-1010