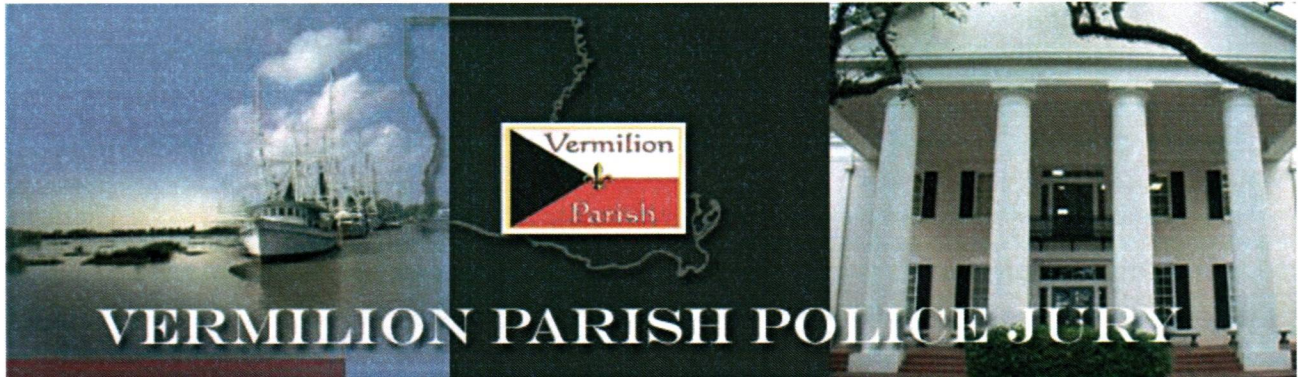


*Vermilion Parish
Office of Homeland Security &
Emergency Preparedness*



MULTI-HAZARD
EMERGENCY OPERATIONS PLAN

ANNEX N
PUBLIC INFORMATION

June 2019

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ANNEX N - PUBLIC INFORMATION AND EDUCATION

I. PURPOSE

This annex describes the vulnerability of Vermilion Parish to a variety of hazards: natural, man-made, or war-related, necessitates the development of an emergency public information and education plan utilizing all available forms of communication.

The purpose of this annex is to provide policies and procedures for the proper collection, control and dissemination of reliable, timely, and effective emergency information and instructions, in order to save lives and minimize loss to the public at the onset and throughout a disaster.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

4. It is the general public's perception that the news media collectively is the principal source of their emergency information. Therefore, it is essential that procedures are clearly established to serve this purpose.
5. There is a need to inform the public in a timely and efficient manner that must be agreed upon by all segments of the communication media and those agencies responsible for informing the public during times of emergency. Written agreements spelling out the scope in detail of such an arrangement should be published, disseminated, and reviewed on a regular basis.
6. It should also be recognized that educating the public of all the possible hazards that they could be confronted with should be an ongoing project between the emergency service delivery system and the media.
7. All types of public information should be of such a nature as to create an atmosphere that all segments of society have responsibilities in mitigating disasters.

B. ASSUMPTIONS

1. Procedures for the dissemination of emergency information will be pre-determined through meetings with the management and directors of the affected organizations.
2. Review of procedures will be conducted on a regular basis with the working media, in that the working media personnel are constantly relocating. Making the media an integral part of the Emergency Operations Plan and procedures is also an ongoing project.
3. Provisions for media who are not local media will be arranged for and space provided at the EOC.
4. Coordinating the need for the public to be truly and accurately informed will be the basic guideline for all efforts in the area of emergency public information.

III. CONCEPT OF OPERATIONS

A. GENERAL

1. Emergency information efforts before, during, and after a specific event will focus on the particular situation and not deviate or include information that is not pertinent.
2. Where possible, emergency information will begin with as much educational background as time and the event will permit. Otherwise, the information given will be of an instructional and operational nature on such things as warnings, evacuation and shelter precautions, and/or locations.
3. During crisis periods, the public needs and wants to know detailed information, and every effort will be made to keep them informed of the general progress of events.
4. Rumor control will be addressed in this plan and every possible effort to report positive information regarding emergency response will be made in order to maintain confidence in government and reassure citizens that the situation is under control. Along with this will be the use of public feedback, where possible, to measure the effectiveness of the program.
5. All educational programs are aimed at increasing the public's awareness of potential hazards they can, or will one day, encounter and the possible means of dealing with them.
6. Dissemination of this vital information, of course, relies heavily on the cooperation of the commercial media and efforts of OHSEP.

B. PHASES OF EMERGENCY MANAGEMENT

1. Prevention
 - a. Develop a public information program with local media to include both pre- and post-storm information.
 - b. Develop a public information program for children both pre-school and school age.
2. Mitigation
 - a. Survey and analyze the geographical area of responsibility to determine appropriate precautionary activity necessary to mitigate prior to the event (emergency leveeing, evacuation, etc.).
 - b. Utilize trained staff personnel for the development and production of hazard awareness programs within the community with schools, civic groups, and others.
 - c. Maintain an active program with the media in all phases of emergency management in education, instructions, and action plans.
 - d. Maintain a well-equipped and supplied media room within the EOC including broadcasting capabilities.
 - e. Develop the Emergency Alert System (EAS) and exercise it regularly. Have written agreements and procedures for the activation of the Emergency Alert System (EAS).
 - f. Identify a resource person(s) to assist with communication with non-English speakers who may be in Vermilion Parish during an emergency. Maintain a resource list in the EOC. The Vermilion Parish School Board will serve as the initial contact for assistance with such requests; ULL (University of Louisiana at

Lafayette) in Lafayette, Louisiana will serve as an additional resource should further assistance be required.

3. Preparedness

- a. Develop a mutually agreed upon public educational program for consideration of all hazards, with particular emphasis on seasonal hazards such as tornadoes or flooding.
- b. Prepare and distribute, on a regular basis, all pertinent operational and procedural changes as they are developed in the various ongoing programs, and distribute to the media.
- c. Test Emergency Alert System (EAS).

4. Response

- a. Distribute press release and emergency information packets.
- b. Coordinate rumor control through aggressive public relations activities.
- c. Schedule news conference on a regular basis.

5. Recovery

- a. Continue emergency public information programs.
- b. Assess effectiveness of information and education programs.
- c. Compile a chronological record of events.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION

- 1. The Homeland Security and Emergency Preparedness Director will establish an emergency information office and appoint a Public Information Officer who will be the official representative to the media in an emergency. The Public Information Officer will locate in the Emergency Operations Center.
- 2. The Public Information Officer will function as a member of the Emergency Operations Center Staff under the direction and guidance of the Homeland Security and Emergency Preparedness Director.
- 3. The Vermilion Parish Sheriff's Office, the American Red Cross and OHSEP provides a number of public education brochures regarding personal emergency preparedness.
- 4. The Vermilion Parish Homeland Security and Emergency Preparedness Director is responsible for overall hurricane preparedness public information.

B. RESPONSIBILITIES

- 1. The Parish Police Jury President will be the official parish spokesman in charge of releasing public information. The Parish Police Jury President may designate this responsibility to the Parish Homeland Security and Emergency Preparedness Director or a designated Parish Public Information Officer.
- 2. The Parish Public Information Officer provides a media room in the Emergency Operations Center for media briefings and possible onsite broadcasting capabilities.
- 3. When an emergency event affects a municipality, the Parish Police Jury President will coordinate the releasing of emergency public information with the mayor.

4. The Homeland Security and Emergency Preparedness Director will:
 - a. Appoint a Public Information Officer to be an authorized spokesperson.
 - b. Develop and maintain the parish's emergency public information and education programs.
 - c. Maintain a close working relationship with all media sources.
 - d. Enter into written agreements with the media sources.
 - e. Provide official public information essential to the public based on (1) a thorough review of all public information statements prior to release, and (2) consultation with the Parish Police Jury President.
 - f. Provide a rumor control reporting and check network.
 - g. Develop procedures for the proper use of an Emergency Alerting System Operational Plan for the area.
 - h. Coordinate with the Sheriff's Office, Municipal police departments and fire departments the use of mobile public address equipment for possible dissemination of disaster information and instruction.

5. The Public Information Officer will be responsible for:
 - a. Maintain current list of all media sources for releases.
 - b. Activating and operating the Parish Media Center and Rumor control.
 - c. Gathering and coordinating all matters pertaining to emergency public-related information and education with the Homeland Security and Emergency Preparedness Director and Parish Police Jury President.
 - d. Coordinating disaster information with other local and state agencies, municipal mayors and all parish departments.
 - e. Providing news releases for the media.
 - f. Establishing procedures for the flow of emergency information and distribution of educational materials using all media sources available (newspaper, radio, television) and the use of Emergency Alerting System.
 - g. Disseminating appropriate All-Hazard pre-planned emergency educational packet materials, as lead-time permits, that can be printed in newspapers and used by radio and television as preparatory guidance for the public.
 - h. Receiving and compiling for dissemination to the media authoritative information that has been authenticated through all possible sources and reviewed and cleared for release by the Parish Police Jury President and the Homeland Security and Emergency Preparedness Director.
 - i. Coordinating with the Rumor Control network which will include field personnel, the National Weather Service, support agencies such as the Sheriff's Office, and the media, etc., and monitoring news releases for accuracy or appoint an individual to do the same.
 - j. Keep the Governor's Office of Homeland Security and Emergency Preparedness informed on local releases.
 - k. Coordinate the activities of the Parish Media Center and Rumor Control.
 - l. Have telephone numbers periodically publicized for ready use of the public to obtain emergency information.
 - m. Maintain a chronological record of the disaster events.

- n. Provide for the continued dissemination of information after the emergency for such situations as restricted areas and services, contacting relatives, relief services of State and Federal governments, American Red Cross, Salvation Army, etc.
 - o. Address the needs of handicapped citizens such as the blind, deaf and non-institutionalized elderly and non-English speaking, through media specialized telephones and/or door-to-door public address, or through bilingual outlets.
6. The media will:
- a. Designate a representative(s) to work with the Homeland Security and Emergency Preparedness Director to review and become familiar with the emergency operations plan for Vermilion Parish.
 - b. Cooperate in coverage of public education programs including the use of pre-planned emergency educational packets that address all types of hazards.
 - c. Assist parish officials and the Parish Public Information Officer in verifying field reports for accuracy and become a part of the rumor control network.

V. DIRECTION AND CONTROL

A. GENERAL

The Homeland Security and Emergency Preparedness Director is responsible for the development and implementation of all emergency type educational and informational programs for Vermilion Parish.

The OHSEP Director will appoint the Public Information Officer, with the consent of the Parish Police Jury President, to be responsible for the actual implementation and use of the plans and procedures when the given situation arises. All releases to the media will be cleared through the Parish Police Jury President and released through the Emergency Operations Center.

1. Educational Programs

The educational program for Vermilion Parish is multi-faceted. It includes, but is not limited to:

- a. Informing the media, thus informing the public, of newly developed techniques and approaches of Homeland Security and Emergency Preparedness.
- b. The use of lectures and presentations to interested organizations, school and other agencies to explain hazards, mitigation, preparedness, response and recovery programs.
- c. The distribution of educational materials.

2. Public Information Programs

Vermilion Parish exercises plans and procedures yearly, as a part of this effort, local media is invited to participate and report on these events. Through the local media reports, information is provided and community awareness is raised.

VI. CONTINUITY OF GOVERNMENT

See Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

A. MEDIA

See Appendix 2, List of Media, involved in the dissemination of information.

B. FILMS AND PUBLICATIONS

Films and publications dealing with various aspects of Homeland Security and Emergency Preparedness available through the EOC, GOHSEP Training Division, and the Federal Emergency Management Agency.

C. RECORDS AND REPORTS

1. The OHSEP Director will maintain records of all public information activities at the Emergency Operations Center.
2. The Vermilion Parish Communications District Director maintains and issues all pre-recorded emergency messages through the FirstCall Service or whichever service currently in use by his/her department.
3. Records of all activities will be maintained at the EOC by the PIO. The PIO will also provide those reports as required.

D. NEEDS AND DEFICIENCIES

Necessary equipment, supplies, services and needed communication systems to support the public information response will be reviewed and included in budget.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Homeland Security and Emergency Preparedness Director will be responsible for the development and implementation of this plan. The Director will maintain the plan through periodic reviewing, testing and updating. The Director will also designate a staff person under his/her direction to maintain an inventory of essential emergency public information and educational materials.

IX. AUTHORITIES AND REFERENCE

See Basic Plan.

X. GLOSSARY/DEFINITIONS OF TERMS

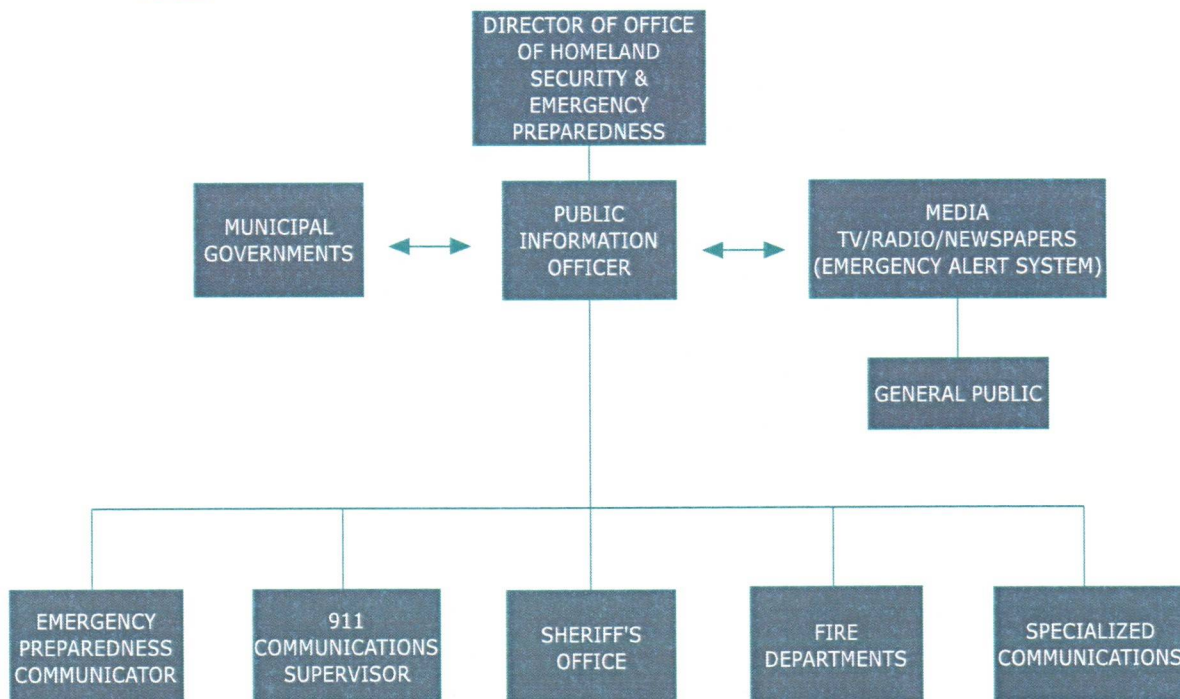
See Appendix to Basic Plan.

XI. APPENDICES TO ANNEX

4. Organizational chart
5. List of Media Contacts
6. Public Information Plan

ANNEX N – APPENDIX 1

PUBLIC INFORMATION ORGANIZATIONAL CHART



ANNEX N - APPENDIX 2

LIST OF MEDIA CONTACTS

I. MEDIA AVAILABLE IN VERMILION PARISH

A. Newspapers

1. The Abbeville Meridional Newspaper (Daily)
318 North Main Street
Abbeville, LA 70510
Telephone Number (337) 893-4223
2. The Kaplan Herald (Weekly)
116 North Cushing Avenue
Kaplan, LA 70548
Telephone Number (337) 643-8002
3. The Gueydan Journal (Weekly)
301 1/2 Main Street
Gueydan, LA 70542
Telephone Number (337) 536-6016

B. Radio Stations

1. KMDL FM 97.3 Radio Station
Bertrand Drive
Lafayette, LA
Telephone Number (337) 261-9797

II. MEDIA AVAILABLE OUTSIDE VERMILION PARISH

A. Newspaper

1. The Times-Picayune/The States Item (Daily)
New Orleans, LA
Telephone Number (504) 826-3170
2. Metairie Guide (Weekly)
Gretna, LA
Telephone Number (504) 362-4310
3. The City News (Weekly)
Kenner, LA
Telephone Number (504) 468-7718

4. The Advocate (Daily)
Lafayette, LA
Telephone Number (337) 234-0174

B. Radio Stations

1. WWL AM 87.0
New Orleans, LA
Telephone Number (504) 529-6376
2. WQUE FM 93.3
New Orleans, LA
Telephone Number (504) 581-1280
3. WTIK AM 69.0
New Orleans, LA
Telephone Number (504) 561-0001
4. KGLA AM (Spanish)
Marrero, LA
Telephone Number (504) 347-8491
5. KPEL Radio
Lafayette, LA
Fax Number (337) 233-2989
6. KTDY Radio
Lafayette, LA
Telephone Number (337) 233-6000
7. KANE Radio
New Iberia, LA
Telephone Number (337) 365-3434

C. TV Stations

1. KLFY TV Channel 10
2410 Eraste Landry Road
Lafayette, LA 70506
Telephone Number (337) 981-4823
2. KADN TV Channel 15
1500 Eraste Landry Road
Lafayette, LA 70506
Telephone Number (337) 232-5599

3. KATC TV Channel 3
1103 Eraste Landry Road
Lafayette, LA 70506
Telephone Number (337) 235-3333

ANNEX N - APPENDIX 3

PUBLIC INFORMATION PLAN

I. PUBLIC INFORMATION

Public Information consists of the generation of timely news releases in cooperation with state, federal, and local governments before, during, and after emergency operations, reports issued to the public through the news media, State Emergency Alert System (EAS) and 24-hour radio, telephone, and internet-based methods regarding prevention, preparedness, mitigation, response, and recovery in a joint effort to avoid or minimize loss of life and property if a disaster is anticipated or has occurred. Additionally, public information efforts should coordinate the printing of publications and flyers, as appropriate, for internal and external public information programs within Vermilion Parish.

II. PURPOSE

The purpose of this plan is to provide guidance on procedures to disseminate and respond to requests for pre-disaster, disaster, and post-disaster information. The intent of this document is to provide a program using existing communications facilities and news media outlets to inform the public of emergency preparedness and response in the event of a natural, man-made, or terrorist-related disasters; to assure citizens that appropriate federal, state, and local governments are taking all necessary precautions and responsive measures to protect and preserve life and property; to review relief plans promulgated by state and local governments and following consultation with each; and advise citizens of restrictions and limitations imposed upon them during disaster situations.

III. SCOPE

- A. THE OHSEP PUBLIC INFORMATION OFFICE PRIMARY MISSION SHALL BE TO INFORM AND EDUCATE THE PUBLIC ABOUT HAZARDS, THREATS TO PUBLIC SAFETY, AND RISK REDUCTION THROUGH VARIOUS MEDIA (PRINT, INTERNET, BROADCAST). THE PIO SHALL BE CAPABLE OF PROVIDING TIMELY AND EFFECTIVE INFORMATION TO PROTECT PUBLIC HEALTH AND SAFETY WITH PROCEDURES IN PLACE AND TESTED TO SUPPORT A JOINT INFORMATION SYSTEM AND PRE-DESIGNATED CENTER. ESSENTIAL IN THIS PROCESS WILL BE THE ESTABLISHMENT OF PROTOCOLS TO INTERFACE WITH THE MEDIA, LEGISLATIVE INTERESTS, AND OTHER VIPS. CONCENTRATION SHALL BE UPON PROVIDING TIMELY AND EFFECTIVE INFORMATION TO PROTECT PUBLIC HEALTH AND SAFETY. FINALLY, PROCEDURES SHALL INCLUDE A PROCESS FOR OBTAINING AND DISSEMINATING PUBLIC INFORMATION MATERIALS.
- B. REGIONAL SERVICES AND ASSISTANCE PROVIDED UNDER THIS FUNCTION SHALL INCLUDE THE DELINEATION OF RESPONSIBILITIES AND ACTIONS TO BE TAKEN IN ORDER TO PROVIDE THE GENERAL PUBLIC WITH ESSENTIAL INFORMATION AND THE DOCUMENTS OF

EMERGENCY ACTIONS AND OPERATIONS IMPLEMENTED OR PROPOSED BY WRITTEN, VERBAL, OR PHOTOGRAPHIC MEANS. THIS INFORMATION PROVIDED BEFORE, DURING, AND AFTER A DISASTER/EMERGENCY SHALL PROVIDE CLEAR, CONCISE, AND ACCURATE INFORMATION ON THE EXISTING SITUATION IN THE DISASTER AREA, ACTIONS BEING TAKEN BY THE AUTHORITIES, AND THOSE TO BE TAKEN BY THE POPULACE. EVERY EFFORT SHALL BE MADE TO MINIMIZE AND COUNTER RUMORS, HEARSAY, AND HALF-TRUTH INFORMATION.

IV. RESPONSIBILITIES

The Parish Police Jury President, or the Public Information Officer (PIO) for the Parish, releases all Emergency Public Information, (EPI) provided by the OHSEP Director about local operations and assistance during a disaster. Upon direction of the Parish Police Jury President or PIO for the Parish, this function may pass to the OHSEP Director or the OHSEP Public Information Officer.

In order to maintain and support a unified and coordinated public message, all media inquiries must be routed through either the OHSEP Director or Designated Parish Official. Based upon the nature and scope of the request, respective Personnel will subsequently refer inquires to the OHSEP Director.

A. OHSEP:

1. Coordinates or reviews appropriate Homeland Security and Emergency Preparedness Information (EPI) releases from local, State, or Federal agencies.
2. Advises the Parish Police Jury President with status reports and information for news releases, accepts this responsibility when delegated, and submits all news releases to the PIO for Parish for approval before release to the media.
3. Coordinates the release of emergency public information with other agencies of the local, State, and Federal government. Actions will include dissemination and response to requests from the public for the following:
 - a. Pre-disaster Information
 - b. Disaster Information
 - c. Post-disaster Information
4. Maintains a close working relationship with all regional media sources and maintains a current list of same for releases. The OHSEP PIO provides information to and addresses requests from the media.
5. Provides a rumor control reporting and check network.
6. Participates in a Joint Information Center (JIC), when appropriate.
7. Develops procedures for use of the Parish's EAS Operational Plan.

B. STATE GOVERNMENT:

1. Designates an emergency public information coordinator for the chief elected officials of the jurisdiction.
2. Releases emergency public information concerning warning, emergency instruction, response operations and assistance that is available.

3. Coordinates with local news media and, if appropriate, GOHSEP, when releasing emergency public information.
4. Pursues agreements with state broadcasting stations to utilize local radio and television capabilities for dissemination of emergency public information.

C. FEDERAL GOVERNMENT

Information from Federal agency responders will come from the agencies and may be coordinated by DHS/FEMA. If Federal assistance is required, the Primary Federal Officer, or his designated PIO, the State Coordinating Officer (SCO), will coordinate informational releases.

1. Establishes local information centers at the request of the OHSEP Director, as required, at the impact scene.
2. Receives, evaluates, and transmits information of media interest from Regional sources to the GOHSEP Public Information Office.

D. OPERATIONS

1. In an emergency or disaster situation, public information activities will be directed and coordinated from the Vermilion Parish EOC. If applicable, an on-scene press center may be established in addition to a press center in the Parish EOC. The on-scene public information personnel will coordinate and verify all facts before releasing any information. Similarly, the same information will be conveyed to the Parish EOC where the public information representative, after coordination with the appropriate authority, will make release. Maximum use will be made of wire services, broadcast networks, Parish Departmental Public Information Officers, State, Federal and local emergency management information personnel and photographers.
2. The Emergency Alert System (EAS) shall be utilized through the joint cooperation of the Federal Communications Commission, FEMA, the National Weather Service (NWS), the broadcast industry, and local government. They will be considered part of the National EAS and will be activated according to established area, state, and national EAS procedures.
3. Pivotal to this plan is the establishment of and support for a Joint Information Center. This system will be put in practice via a Joint Information Center, or JIC. The JIC will consist of PIO representatives from key responding agencies from Vermilion Parish. The site for this JIC has been designated within the Vermilion Parish OHSEP EOC. Tests of the JIC will be performed during exercises which will enable habitual relationships in instances of actual disasters/incidents.

E. FEDERAL ASSISTANCE

The regional emergency function, Information Management, corresponds to the Federal ESF #15, External Affairs, Public information, media relations. The primary federal agency for this function is Federal Emergency Management Agency. Support agencies are: United States Department of Agriculture, Department of Commerce, Department of Defense, Department of Education, Department of Energy, Department of Health and Human Resources, Department of Interior, Department of Treasury, Environmental Protection Agency, General Services Administration, National Aeronautics and Space Administration, National

Communications System and Nuclear Regulatory Commission. The American Red Cross also has a significant information-providing role.

V. MEANS TO INFORM AND EDUCATE THE PUBLIC

A. IN THE COURSE OF ITS MISSION, THE OHSEP PIO SHOULD USE EVERY POSSIBLE OUTLET AVAILABLE WITH WHICH TO ENSURE TIMELY AND ACCURATE DISSEMINATION OF AVAILABLE INFORMATION. THESE MEANS SHOULD INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Print Media
2. Broadcast Media (Radio and Television)
3. Internet Based systems (Website, Email, Social Media)
4. Emergency Alert Systems
5. Community Alert System (if applicable)

B. CONSIDERATION MUST BE GIVEN TO THE TIME SENSITIVE NATURE OF THE INFORMATION AND THE AUDIENCE TO AFFORD ADEQUATE SATURATION.

C. THESE MEANS ARE VEHICLES OF SHARING INFORMATION RELEVANT TO HAZARDS, THREATS TO PUBLIC SAFETY, AND RISK REDUCTION.

VI. REQUESTS FOR INFORMATION

The agency primary Point of Contact for media, legislative inquiries and/or VIPs is the OHSEP PIO. Protocols will include receipt of the inquiry, log/tracking inquiry, response coordination, response preparation, and release of the appropriate information.

A. ALL RELEVANT INQUIRIES RECEIVED BY THE AGENCY SHALL BE DIRECTED TO THE OHSEP PIO.

1. The PIO shall notify the Assistant Director or Designated Parish Official of the action as received and during process.
2. Assistant Director or Designated Parish Official shall notify the Director.
3. The Director shall designate a lead for preparation of the agency response.

B. LOG/TRACKING INQUIRY.

The PIO shall establish a log designed to record the receipt of applicable inquiries with tracking of progress through dispatch of response.

C. RESPONSE COORDINATION. IN THE PREPARATION OF NECESSARY RESPONSE,

The PIO shall serve as the action officer for coordination within the agency. This effort may necessitate the participation of numerous different divisions of this agency/outside agency under a unified effort.

D. RESPONSE PREPARATION.

The agency lead representative will be responsible for preparing necessary response using the appropriate medium to the media, legislative representative, and/or VIPs initiating the inquiry.

E. RELEASE OF THE APPROPRIATE INFORMATION

1. Draft response by staffing agency.
2. Draft cleared by the PIO.
3. Release authority is retained by the Assistant Director. It will be incumbent upon the appropriate Assistant Director to solicit the input and final approval of the Director.

VII. SUPPORT FOR THE PROCESS

Support to the Public Information process includes those actions associated with obtaining public information materials and disseminating public information materials.

A. MATERIALS TO SUPPORT VARIOUS PROGRAMS SHALL BE DRAWN FROM RESPECTIVE PROGRAM AREAS/RESOURCES. EFFORTS SHALL INCLUDE LEVERAGING TEMPLATE PUBLIC INFORMATION INITIATIVES (PUBLIC SERVICE ANNOUNCEMENTS, PAMPHLETS, ETC.) IN ORDER TO ENSURE A COMMON MESSAGE AND REALIZE COST SAVINGS.

B. DISSEMINATING PUBLIC INFORMATION MATERIALS WILL MIRROR THOSE ESTABLISHED CONTACT NETWORKS. THIS WILL FOSTER MAINTAINING EXISTING LINES OF COMMUNICATION AND BUILD A METHOD TO SOLIDIFY TRUSTED RELATIONSHIPS.

VIII. MAINTAINING PUBLIC INFORMATION PLAN

OHSEP PIO shall be responsible for annual, at a minimum, review and maintenance of this plan in order to sustain effective and efficient procedures and relevant contact information. Further, use and maintenance of this plan will be examined following each event and exercise in which OHSEP participates.

IX. JOINT INFORMATION CENTER

A Joint Information Center (JIC) will be established at OHSEP Emergency Operations Center (EOC) when the Parish Police Jury President declares an emergency.

A. PROCEDURES:

1. Provisions will be made for the Parish Police Jury President or City PIO and staff to operate from the JIC.
2. Space will be made available for one PIO representative in the Emergency Operations Center
3. The Parish Police Jury President or OHSEP Director will determine need for request of state and federal assistance, emergency proclamations and declarations, news releases, press briefings and/or EAS messages.
4. JIC staff will perform the following duties:
 - a. prepare proclamations
 - b. arrange press briefings or executive interviews with the media

5. The Emergency Operations Center will provide information to the JIC.
6. All written information prepared by JIC will be approved and initialed by the Parish Police Jury President or OHSEP Director before distribution.
7. JIC will fax copies of news.
8. Other Parish, State, and Volunteer agencies are encouraged to fax copies of information regarding their media related activity to the JIC.
9. The JIC will be staffed according to the size and nature of the event. For full-scale operations, the JIC will have at least minimum staffing in support of the Parish PIO, to include:
 - a. PIO Team Captain for OHSEP
 - b. Political Liaison Delegate
 - c. Secretary