

State Planning Standards Checklist for Annex I - Public Information

Jurisdiction(s): Burnet County

Annex Date: June 01, 2017 **Date of most recent change, if any:** N/A

(The date which appears on the signature page)

Note: The annex will be considered Deficient if the *italicized* standards are not met.

This Annex shall:	Section/paragraph
I. Authority	
I-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex in addition to those cited in the basic Plan.	I
II. Purpose	
I-2. Include a purpose statement that describes the reason for development of the annex.	II
III. Explanation of Terms	
I-3. Explain and/or define terms and acronyms used in the annex.	III
IV. Situation & Assumptions	
<i>I-4. Include a situation statement related to the subject of the annex.</i>	IV.A
<i>I-5. Include a list of assumptions used in planning for public information operations in emergency situations.</i>	IV.B
V. Concept of Operations	
<i>I-6. Describe the local concept of operations for public information including how it relates to NIMS operating principles.</i>	V.A
<i>I-7. Describe methods of disseminating information and instructions to the public during emergency situations.</i>	V.B
<i>I-8. Describe methods of disseminating emergency information to special populations.</i>	V.C
<i>I-9. List resources available for disseminating public information.</i>	V.D
<i>I-10. Include a list of actions by phases of emergency management to be taken to ensure adequate public information during emergencies.</i>	V.E
VI. Organization & Assignment of Responsibilities	
<i>I-11. Describe the organization that will be used to provide public information during emergency situations.</i>	VI.A
<i>I-12. Include a listing by organization and/or position of the responsibilities for various information tasks during emergency situations.</i>	VI.B
VII. Direction & Control	
<i>I-13. Describe how public information activities will be directed and controlled during emergency situations.</i>	VII.A
<i>I-14. Indicate the line of succession for key public information personnel during emergency situations.</i>	VII.B

VIII. Readiness Levels	
I-15. Describe public information actions to be taken at various readiness levels.	VIII
IX. Administration & Support	
I-16. Provide that the PIO maintain a media contact roster.	IX.A Appendix 1
I-17. Outline policies relating to record keeping for public information operations during emergencies.	IX.B
I-18. Describe emergency-related public education programs and sources of materials for such programs	IX.C
I-19. Outline training requirements for public information personnel.	IX.D
X. Annex Development & Maintenance	
I-20. Specify the individual(s) by position responsible for developing and maintaining the annex.	X.A
I-21. Make reference to the schedule for review and update of annexes contained in section X of the Basic Plan.	X.B
XI. References	
I-22. List references pertinent to the content of the annex not listed in the Basic Plan.	XI
Other	
I-23. Describe general emergency information needs and how information will be collected and disseminated.	Appendix 2
I-24. Provide general guidance for working with the media.	Appendix 3
I-25. Outline policies relating to access by the media to incident sites and emergency facilities.	Appendix 4
I-26. Provide a list of the pre-scripted emergency messages contained in Annex A, Warning.	Appendix 5
I-27. Include emergency public information checklists for principal local hazards.	Appendix 6

FOR LOCAL GOVERNMENT USE		Signature	Date
This Checklist Completed By	<i>Jimmy L. Barho</i>		06/01/2017

FOR GDEM USE	Initials	Date
DEM District Coordinator Review		
DEM Preparedness Section Processing		