

# **Emergency Operations Plan**

## **Public Information Annex**

Suisun City, California



**July 2019**

**Resolution No. 19-**



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## **Section 1. Introduction**

### **1.1 Purpose**

The purpose of this annex is to establish uniform policies for the effective development, coordination and dissemination of emergency information to the public in case of natural or technological emergency or disaster. This annex has been prepared to be consistent with the California State Emergency Management Plan and the Federal Response Framework format for emergencies and disasters.

Suisun City's public information requirements will be determined by the severity of the disaster or emergency as determined by the Director of the Suisun City Emergency Operations Center (EOC). A significant public information response will involve many City Departments, perhaps the County, California State, non-profit and non-government organizations, and possibly Federal agencies. This annex describes these agencies and their roles and responsibilities.

During disasters, the flow of public information and facts concerning the event and government's response to save lives and to protect human health, property, and the environment must be consolidated. The descriptions provided to the public must reflect the best information available. The best information source for City of Suisun City government is the City EOC. To staff the Public Information Officer (PIO) function on a 24-hour basis for a sustained period of time, trained PIOs from Suisun City, augmented by other personnel, may need to work in a Joint Information Center (JIC) in coordination with other local, State and Federal public information personnel.

During any activation of the EOC, Suisun City PIOs must be available to staff the EOC, field locations, or a JIC.

### **1.2 Scope**

This annex has been developed to address the needs of Suisun City regarding issues of public information during an emergency or disaster event. It addresses the alert, warning and notification of emergency information to the public, including those with access and functional needs and those who speak or read a language other than English. Providing accurate emergency information will increase the response and safety of the public.

This annex provides the following information:

- Quick Guides to follow when responding to immediate public information needs during a disaster.
- Authorities and references that relate to public information.
- Concept of operations for public information.
- Agencies and organizations involved in public information.
- Roles and responsibilities of jurisdictions and agencies regarding public information.



- Guidance to provide coordinated public information.

### **1.3 Policy**

It is the policy of Suisun City to develop plans and procedures to address public information needs during an emergency or disaster response within the City. Suisun City is responsible for the dissemination of accurate and timely information to the affected populations and will use all local resources before requesting mutual aid from the County, State, or Federal levels. Information released to the media and/or public will be verified through the EOC Director and public information staff. In addition, the City will ensure that considerations will be taken to include those with access and functional needs, including those who speak and/or read languages other than English. It is further the policy of Suisun City to use the concept of a Joint Information Center to ensure the coordinated release of emergency information.

## **Section 2. Authorities and References**

### **2.1. Authorities**

#### 2.1.2 California

- California Emergency Services Act, California Government Code, Sections 8550-8668.
- State of California Emergency Plan 2009
- Standardized Emergency Management System (SEMS)

#### 2.1.3 Solano County

- Solano County Emergency Operations Plan (EOP)

### **2.2 References**

- National Response Framework
- Solano County Emergency Operations Plan



## Section 3. Assumptions and Considerations

### 3.1 Planning Assumptions

Depending on the nature and magnitude of the emergency, different levels of public information will be required. Public information may, in fact, be the primary function occurring during an emergency. This may happen when:

- Due to media coverage, the public perceives there to be a bigger story than what is actually happening
- Rumors or misinformation cause unnecessary distress among citizens, provoke counter-productive public actions, and impede response and recovery efforts

The City is part of a mass notification system (Alert Solano) reverse 9-1-1 based system in place to contact most residents within a specified area with a brief notification message and has the ability to report back which residents received the call. The City will also update the official website and social media pages to keep the public informed. In the case of a no-notice event such as an earthquake, this can be an important form of communication as people search for answers/guidance. Residents who have registered for Alert Solano will receive information and media releases in conjunction with web and social media notifications.

Once the initial warning is accomplished, the PIOs have the task of keeping the public informed of what to do to prevent injury or property damage, and what actions the City is taking. Normal means of communications may not be available. In those situations, nontraditional means of communicating with the public must be established and utilized.

PIOs focus on stopping rumors and providing accurate and timely information using all dissemination methods.

The general public and media will demand information about the emergency situation and instructions on proper survival/response actions.

Residents are more likely to remain calm and make wise decisions if they have up-to-date information about the emergency situation.

The Emergency Alert System (EAS), including Wireless Emergency Alerting (WEA) and Integrated Public Alert & Warning System (IPAWS) are among the means to give a rapid, initial warning to the public. These may be used in time sensitive, life threatening situations when the public must be warned immediately of an impending emergency or disaster.

The local media, particularly radio, can perform an essential role in providing emergency instructions and status information to the public. Depending on the severity of the emergency, or the media's perception of the severity of the emergency, regional and national media will also



demand information and may play a role in reassuring (or alarming) distant relatives of disaster victims.

A variety of communication options exist. Not all may be available. Use available methods depending on circumstances. Telephone communication may be sporadic. Local and regional radio/television stations without emergency power may also be off the air.

The emergency organization will become overwhelmed by the demand for information if a sufficient number of trained staff is not available. Likewise, having little information or inaccurate information will increase anxiety and may cause the public to make poor decisions.

If the scale of the disaster requires it, a JIC will be established to coordinate and disseminate accurate and timeline emergency public information.

### **3.2 Public Information Considerations for those with Access and Functional Needs (AFN)**

In planning for public information, including emergency alert and warning, all populations need to be considered. The PIO, or JIC if activated, will work to determine the demographics of the affected populations and to implement various specialized communication dissemination methods, as needed. Solano County DHSS services, especially, In-Home Supportive Services (IHSS), Child and Mental Health Crisis all have access to their respective clients' contact information. Although this information is confidential, access will be granted to use this database information during an emergency. **Messages will be sent via TTY / TTD devices to anyone who registered them through the Alert Solano emergency notification system.** Specialized messaging includes the following:



**Table A-1: Special messaging for People with Access and Functional Needs**

Category	Public Information Protocol
<b>In-Home Supportive Services Clients (IHSS)</b>	DHSS to call IHSS recipients; DHSS service provider to drive to home if no answer
<b>Child Welfare Services Clients</b>	DHSS staff to call to confirm foster children safety
<b>Mental Health</b>	DHSS Mental Health Division alerts mental health facilities directly; use of the California Health Alert Network (CAHAN)
<b>Homeless Populations</b>	DHSS to inform Mission Solano and other service support organizations that care for homeless
<b>Non-English Speakers</b>	The reverse 9-1-1 system has ability to provide message in various languages*
<b>Hard of Hearing</b>	“Crawl” messages will be used at the bottom of the tv screen to alert deaf
<b>Superintendent of Schools</b>	Schools system can alert school staff to initiate emergency procedures. They have call down systems to alert parents to

\*In Solano County, English, Spanish and Tagalong are most critical, achieving the 5% threshold level, per the Office of Civil Rights.

## Section 4. Roles and Responsibilities

### 4.1 Overview

Emergency public information to both the general public and the media will only be provided through the PIO of the City EOC, unless the EOC is not yet activated, in which case the Incident Commander may release information based on the facts of the incident. The City of Suisun City recognizes the importance of consistent messages during emergencies; therefore, all official messages will be coordinated by the City’s PIO. Incident Commander may elect to delegate this authority to a field-level PIO. All other individuals working at either the field response level or the EOC will refer inquiries from the media or general public to the Public Information Officer (or the Incident Commander under the appropriate, limited circumstances where the event does not require a PIO). In emergencies or disasters involving multiple jurisdictions and Federal responders, a JIC may be established to coordinate information releases from a central point in close proximity to the incident.



## 4.2 Roles and Responsibilities Table

The table below shows the various emergency functions and the departments or organizations with a primary role or supporting role. This table is not all inclusive and could be expanded to include additional local, State and Federal agencies.

**Table A-1: Roles and Responsibilities Table in Support of Public Information Operations**

<b>Roles and Responsibilities Table</b>							
<b>In support of Suisun City Public Information Operations</b>							
<i>P – Primary Role</i>							
<i>S – Supporting Role</i>							
Coordinating Agency	Public Information	Alert and Warning	People with Disabilities Emergency	Foreign Language Communications	Media Coordination	Rumor Control	Joint Information Center Management
<b>City EOC Director</b>			P	S	S		
<b>City PIO/JIC Rep, IT Department</b>	P	P		P	P	P	P
<b>DHSS (esp. IHSS, Mental Health),</b>	S	S		S			
<b>Superintendent of Schools</b>				S			
<b>Non-Profit Homeless Advocates</b>				S			
<b>Solano County OES</b>	S						

## 4.3 Solano County

In Solano County, the County Administrator is the official spokesperson for all alerts and warning messaging released from the County. The responsibility is typically assigned to the EOC Director (if not the County Administrator) who in turn assigns public information operations and management to the PIO or the JIC. In all cases, the County Administrator or EOC Director is responsible for final message content. In a citywide incident, the City of Suisun City PIO is the



official spokesperson for all alerts and warning messaging released from the City. The City will coordinate with Solano County on any necessary countywide messaging.

#### **4.3.1 Public Information Officer**

The PIO is the primary point of contact between the EOC, the media and the public. The PIO prepares information releases, briefs media representatives, and provides for press conferences and oversees rumor control activities. The PIO serves as a member of the Management/Command Staff and reports directly to the Emergency Services Manager. Assistant Information Officers may be assigned as needed. The Assistants may represent other jurisdictional departments, agencies, other jurisdictions, and/or they may also be assigned to handle specific public information functions.

A primary source of information for the Public Information function will be from the Situation Analysis Unit in the Planning Section. While not all information in the Unit may be appropriate for the public, the information in Situation Analysis should be the best available and will have been verified for accuracy. The Public Information Officer will provide guidance as appropriate to other departments/agencies on the release of emergency related information. The PIOs responsibilities include:

- Serve as the central coordination point for the Operational Area for all media releases
- Establish a Media Disaster Hotline.
- Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.
- Ensure that all rumors are responded to in a timely manner and with factual information.
- Coordinate media releases with Public Information Officers at incidents or representing other affected emergency response agencies as required.
- Develop the format for press conferences, in conjunction with the EOC Director.
- Maintain a positive relationship with the media representatives and respond to all media requests.
- Supervise the Public Information function and the JIC, if activated.
- Update the City website, Alert Solano and social media accounts as alternate ways of keeping the public informed.
- Identify a Press Room with suitable telecommunication for media reps to ensure media reps are not in the EOC. The Suisun City Public Library (600 Pintail Street) is pre-designated as the Press Room. Due to the ability of City staff to secure the facility, and adequate resources available in the building, unless there is damage to the Suisun City Public Library or access issues, the Library will remain the designated Press area.



The information function within an EOC may have special organizational needs due to the possible size of the organization required to meet the agency or jurisdictional information needs. Development and management of additional public information staff will follow the Standardized Emergency Management System (SEMS) and fit within the current EOC management structure.

#### **4.3.2 City EOC Director**

The City EOC Director is the primary spokesperson for communicating emergency information to the public. The City EOC Director shall:

- Organize and coordinate the emergency public information program for the City, to include the preparation and maintenance of a JIC procedures manual.
- Conduct training for City department personnel whose normal duties do not include Citizen Information Hotline or PIO functions.
- Establish and coordinate procedures and the use of designated facilities by the City PIO Team during emergencies and disasters.
- Provide trained PIO staff that can independently set up and operate the Joint Information Center when it is activated.
- Establish and coordinate procedures and the use of designated facilities such as a Citizen Information Hotline, Alert Suisun City, as well as web and social media outlets during emergencies and disasters.

#### **4.3.3 Public Information Officer Team**

The PIO Team is comprised of the main PIO, along with any Assistant Information Officers, as assigned. Assistant Information Officers will report to the PIO who will, in turn, report to the EOC Director. The PIO Team will provide public information news to the media via news releases, news conferences, and media telephone inquiries. If a JIC is established, the PIO Team will work from the JIC and report information out to the media and public in coordination with the EOC's approval. Information will also be provided directly to the public via the internet using City and other regional public information sites.

#### **4.3.4 Joint Information Center**

When necessary, a JIC will be established to coordinate the handling of emergency public information operations for Suisun City. The JIC is a central location that facilitates the coordination of information across all involved agencies and jurisdictions. It may be established at various levels of government, at incident sites, or can be components of Federal, State, tribal, territorial or regional. A JIC will be established at a suitable location, removed from the EOC and will provide for effective management of emergency public information functions.

When activated, the JIC will be staffed by personnel trained to conduct emergency public information activities, including coordinating inter-jurisdictional media releases and the management of rumor control functions.



Informational releases are cleared through the EOC (or Local Area Commander / Incident Command, if the EOC is not activated). Regardless of where the JIC is established, emergency public information functions will continue to be managed from the EOC.

#### **4.3.5 Disaster/Media & Citizen Information Hotline**

The Media Disaster Hotline The information line will provide an automated message.

### **4.4 Cal OES Public Information**

In the event an emergency or disaster situation is beyond the capabilities of the City and Solano County, assistance may be requested from the California Governor's Office of Emergency Services (Cal OES) at the State level. In this case, a JIC will have been activated and the State liaison will work with the Solano County PIO for the communication of the appropriate public information. State assistance may be needed when:

- The means of dispersing public information at the local government level is damaged or overwhelmed.
- Critical information needs to be disseminated to victims, responders, recovery personnel and members of the media.
- Multiple response agencies and levels of government need to work cooperatively to provide consistent emergency information.

### **4.5 Private Entities and Non-Profit Entities**

#### **4.5.1 Local Radio and Television Stations**

Local radio and television stations will be utilized to get emergency information, alerts and warnings out to the public. The City PIO will work directly with the media to coordinate the dissemination of messages, using messages that have been developed within the EOC or JIC, and approved by the EOC Director.

#### **4.5.2 Non-Government/Non-Profit/Voluntary Organizations**

Non-government, non-profit and voluntary organizations have a significant role in public information within the City. Organizations will be looking for up-to-date information and citizens will be turning to their familiar community organizations as a source of information. Accurate and timely information that is developed by the PIOs and approved by the EOC will need to be disseminated to local organizations as well as residents. PIOs will work with all information personnel, including organization liaisons, to ensure the communication of the most accurate and up-to-date information. The communication of consistent information and messaging is critical to the safety and well-being of the community. EOC staff and the PIO will communicate appropriate



information to other City agencies, in particular the Fairfield Suisun Unified School District (FSUSD). It is expected that the FSUSD shall only disseminate information that has been provided by the City.

### **4.5.3 Local Print Media**

Print media plays a helpful role in disseminating information on preparedness measures for similar disasters. During a disaster, print media is typically able to provide much more depth and background than tv or radio news, and create a longer lasting archive/ record of events.

## **Section 5. Concept of Operations**

City of Suisun City PIOs prepare and distribute disaster information to the public before, during, and after disaster and emergency events, using all available media and communication methods. Public information will be phased in accordance with the size and scope of the emergency or disaster.

The initial response will normally be covered by operating the Public Information function from the City EOC, with the EOC Director assembling a team of one or more departmental PIOs. Because of the nature of the incident(s), a PIO Team may need to be dispatched to deal with the media at the scene of an incident in support of an Incident Commander.

In a large-scale disaster, the PIO function will be conducted from an Information Center or JIC that may include other jurisdictions. These may include, but are not limited to cities, special districts, other counties, State and Federal representatives, utilities and business and industry. The purpose of the JIC is not to control the activities of other jurisdictions, but to provide a forum for the sharing of information between jurisdictions and a central point for the media to get information.

Concurrent with the establishment of the PIO function at the EOC, the City PIO will, when required, establish a "Media Disaster Hotline." This Hotline will be used to provide timely and accurate information on what the City, State, and Federal governments are doing to respond to citizens' needs. This Hotline will be supervised by the Public Information EOC staff and may operate from the EOC, be co-located with the JIC, or located in another facility. An active liaison will be required between the EOC and the Public Information function to ensure that the information being disseminated is consistent between the three entities.

### **5.1 Organization**

The EOC Director is the lead PIO in the event of any activation of the EOC. Control of the Public Information function will be directed by the EOC Director or his/her designee. All PIO actions will be coordinated with the EOC via the Emergency Services Manager or his/her designee.



During any activation of the EOC, City PIOs are no longer available to serve the needs of their individual departments. Instead, they must be available to staff the EOC, field locations, or a JIC. If individual departments need specific public information support, it will be provided on a prioritized basis by the PIO team at the EOC.

- Emergency public information functions include, but are not limited to:
- Facilitate the issuance of effective warning information using available communications networks.
- The timely and accurate dissemination of official information to the public during periods of emergency.
- Coordinating the release of official news and information through recognized broadcast and print media services and organizations.
- Response to specific media inquiries and calls from the public requesting information assistance.
- Establishment and operation of a 24-hour emergency public information point of contact.
- Establishment and operation of a JIC, as necessary to support City government and Local Area emergency public information activities.
- Provision of emergency public information support to field Incident Command as requested.
- Control of rumors and misinformation.
- Disseminate information regarding people with disabilities and care for service and companion animals.

## **5.2 Pre-Response**

PIO personnel are identified in various City Departments, especially in the Administrative Services and in the Fire and Police Departments. These trained staff will be called upon during emergencies and disasters to staff the PIO position at the EOC, or in other cases, to support an Incident Command post or work in a multi-agency JIC. PIO and Citizen Information Hotline teams will participate in training and EOC exercises in order to improve and maintain their skills.

The City is committed to interactions with the local media such that solid working relationships before a disaster will support effective information dissemination during emergencies.

## **5.3 Response/Public Information Coordination**

### **5.3.1 Alert and Warning Systems**

Depending upon the threat and time availability, the EOC will initiate alerts and warnings utilizing a variety of communication methods. As in any emergency, the effectiveness of any warning will be dependent upon many factors including:

- Time availability.



- Initial notice of threat.
- Time of day.
- Language barriers.
- Communication systems viability.

The City will use the following systems for providing alert and notification.

- Activation of the Alert Solano System.
- Activation of the Nixle Alerting System.
- Activation of the Wireless Emergency Alert (WEA) system, when necessary.
- Activation of the Integrated Public Alert & Warning System (iPAWS), when necessary.
- Activation of the Community Alerting Network (CAN) Sirens.
- Activation of existing automatic telephone notification systems available within the City EOC and within other local jurisdictions (reverse 9-1-1).
- Rapid field warnings using response personnel.
- Media broadcast alerts.
- Vehicles with loudspeakers roving local streets and door-to-door alerts.

In order to ensure populations with access and functional needs have been notified, the PIO will coordinate with the Access and Functional Needs Unit (or Solano County DHSS representative) to ensure the impacted area are appropriately notified. Systems and considerations include, but are not limited to:

- TDD/TDY telecommunications devices for blind/deaf.
- Messages in multiple languages.
- Outreach to Mental Health client list.
- Outreach to In Home Support Services (IHSS) client list.
- Outreach to Foster Children in the County's care.
- Notification to Superintendent of schools, and activation of call-down systems for schools in impacted area.
- 2-1-1 alert, and their provision of accurate, timely information to their constituents.

### **5.3.2 Emergency Alert System**

The Emergency Alert System (EAS) is a national public warning system that requires TV and radio broadcasters, cable television systems, wireless cable systems, satellite digital audio radio service providers, direct broadcast satellite service providers, and wire line video service providers to offer to the President the communications capability to address the American public during a



national emergency. The system also may be used by State and local authorities to deliver important emergency information such as AMBER Alerts (for missing children) and emergency weather information targeted to a specific area. In addition, EOC staff has the capability of issues Wireless Emergency Alert (WEA) messages over wireless networks through the Alert Suisun City / Alert Solano emergency alert notification system.

The Emergency Alert System is a network of public broadcast stations and interconnecting facilities, authorized by the Federal Communications Commission to operate in a controlled manner during wartime, or during a state of disaster or national emergency. The system is designed to provide a communications link between government authorities and the public. Priority for use is:

- Presidential messages
- Local programming
- State programming
- National programming and news

### **5.3.3 Social Media**

Social media is more predominant in the world every day and is now being used by organizations as a significant tool for the release of public information. Both Facebook, Twitter, and NextDoor can be used by the City and partnering jurisdictions to provide real time, up-to-date information to a large number of people. In addition, it allows for the public to post and respond with their messages and concerns regarding the emergency event. In recent disasters, social media has been the first source of information, not the public media.

Information posted to social media by the public at large must be vetted before being accepted. The EOC can monitor social media releases to support rumor control.

The City EOC, through the PIO, will authorized and coordinate consistent messaging to be disseminated through all authorized Suisun City social media outlets (all Departments).

## **5.4 Recovery**

The public information program will continue through the recovery period, providing information and instructions about City, County, State and Federal government emergency operations, future plans for restoration of disaster affected areas, and instructions on how to apply for Federal disaster assistance programs administered by the State. More information regarding the recovery process and procedures for Suisun City is included in the *Solano County Emergency Operations Plan, Recovery Annex*.



## APPENDIX A: Acronyms

**Table A-1: Public Information Annex Acronyms**

<b>CAHAN</b>	California Health Alert Network
<b>Cal OES</b>	California Governor's Office of Emergency Services
<b>H&amp;SS</b>	Department of Health and Social Services, Solano County
<b>EOC</b>	Emergency Operations Center
<b>EOP</b>	Emergency Operations Plan
<b>IHSS</b>	In Home Supportive Services (part of DHSS)
<b>JIC</b>	Joint Information Center
<b>PIO</b>	Public Information Officer
<b>SEMS</b>	Standardized Emergency Management System, California



## Attachment A Pre-Scripted Messages

### A 1.1: Warning – General Incident

1. The City of Suisun City Emergency Operations Center has issued the following warning for those who live, work, or are visiting the City of Suisun City. (Describe what the emergency is.)
2. *An emergency situation involving Suisun City is currently in progress at: [Describe location by reference to facility name (if known), street and cross street, other geographic features (rivers, rail lines, etc.), and neighborhood name where appropriate]. [Describe what the emergency is.]*
3. Emergency personnel are currently responding to [incident name] and local officials are monitoring the situation. To keep yourself safe and avoid impeding the emergency response, please avoid this area until further notice. [Describe what the emergency is.]
4. To repeat, an emergency situation involving [county/city/jurisdiction] is currently in progress at: *(Repeat location in 2 above)*. Please avoid this area. [Describe what the emergency is.]
5. Do not call [911] for information about the emergency situation. Instead, stay tuned to [radio/TV station, Alert Solano, and social media outlets] for additional official information. [Describe what the emergency is.]



## **A 1.2: Warning – Road/Facility Closure**

The City of Suisun City Emergency Operation Center has issued the following warning for those living, working, or visiting in Suisun City:

It has been necessary to close certain local streets and highways due to:

- Flooding
- Heavy accumulations of snow and ice
- Fire / explosion
- Incident involving hazardous materials
- Other:

As of \_\_\_\_\_ today, the following roads have been closed by law enforcement officials: Street or Route

At or Between

1. Please avoid these routes:
2. If you must travel, use alternate routes, such as:
3. We recommend that you refrain from driving and remain at home due to the extremely bad travel conditions.
4. In addition, the following facilities have been closed due to the [*incident name*].
5. Again, the roads and streets that have been closed are: (*Repeat as listed*)
6. Please stay tuned to [*radio/TV station*] for additional information on the current emergency situation.



### **A 1.3: Warning – Shelter-in-Place**

The Suisun City Emergency Operations Center has issued the following warning for those living, working, or visiting in Suisun City:

There has been an accidental release of hazardous material that is affecting a portion of the local area. People in the following area must take protective measures: [*Describe area boundaries*].

If you are located in this area, do the following immediately in order to protect yourself:

- Go inside your home, workplace, or the nearest building that appears to be reasonably airtight and stay there. Take your pets with you.
- Close all doors, windows, and any fireplace dampers. Cracks around doors and windows can be sealed with tape or damp towels.
- Turn off any heating or cooling system that draws in air from the outside.
- Keep your radio on and tuned to [radio station] to receive emergency announcements and instructions.
- Gather items that you may need to take with you if you are advised to evacuate.

People traveling in vehicles should seek shelter in the nearest airtight structure. If a suitable structure is not immediately available, travelers should roll up car windows, close air vents, and turn off the heater or air conditioner until they reach a suitable building.

If shelter is not immediately available, keep a handkerchief, towel, or damp cloth snugly over your nose and mouth until you get indoors.

If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message.

Please do not call [911] or local emergency officials for information. Stay tuned to [radio/TV station, Alert Suisun City / Alert Solano, and social media] for additional information.

*If school is in session, choose one of the following:*

- Students at the following school(s) are taking shelter at their schools: \_\_\_\_\_

Parents should not attempt to pick up students at school until the hazardous situation is resolved and they are advised it is safe to do so.

- Students at the following school(s) [*have been/are being*] evacuated to other facilities:

**Parents should not attempt to pick up students from schools that have been evacuated.**

Local officials will provide information on where to pick up school children as soon as it is available.



## A 1.4: Special News Advisory – Pre-Evacuation

The Suisun City Emergency Operations Center has issued the following Pre-evacuation advisory for those living, working, or visiting in Suisun City:

1. Due to the threat of [ *insert threat* ], it may be necessary for people who living, working, or visiting in certain local areas to evacuate in the near future. The area(s) that may be at risk includes: [ *Describe area boundaries* ]

Potential evacuation routes from the area(s) at risk include: \_\_\_\_\_.

2. Evacuation is NOT being recommended at this time. Local officials will advise you if evacuation is necessary. However, you should be prepared to evacuate if needed. To prepare, you should:

Assemble the following emergency supplies:

- Clothing for your family for several days.
- Bedding, pillows, and towels.
- Prescription medicines & spare eyeglasses.
- Soap and toiletries.
- Baby food and diapers.
- Your address book or list of important telephone numbers.
- Your checkbook, credit cards, and cash.
- Your driver's license and identification cards.
- A portable radio and flashlight.

You should also:

- Gather suitcases, boxes, or bags to hold your emergency supplies.
  - Cell phone and charger.
  - Important documents.
  - Be prepared to secure your home or office and your property before you depart.
  - Ensure your car is in good shape and you have adequate fuel.
  - Decide where you will go if you have to evacuate. Make arrangements with relatives or friends or consider making hotel or motel reservations.
3. If you know of any neighbors or co-workers with hearing or language problems or with access and functional needs, please advise them of this message. And if you have neighbors or co-workers who do not have transportation, offer to assist them if you can.
  4. We want to emphasize that this is a PRECAUTIONARY message about possible evacuation. Evacuation is NOT being recommended at this time.



Keep your radio or TV on, monitor City social media outlets, and listen for further information about this situation. Please do not call [911] or local emergency officials for information as this may impact telephone lines needed for emergency operations.

## **A 1.5: Warning Message – Evacuation Warning**

The Suisun City Emergency Operations Center has issued the following recommended evacuation warning for those living, working, or visiting in Suisun City:

Due to [*insert emergency*] that threatens/is affecting a portion of the local area, the [*City Manager/Incident Commander*] recommends that people in the following area(s) evacuate immediately to protect their health and safety:

Recommended evacuation routes from the area(s) at risk include: \_\_\_\_\_. Be sure to take essential items such as:

- prescription medicines
- eyeglasses
- identification cards
- checkbook
- credit cards
- valuable papers

Do not delay your departure to collect other belongings.

### Things to Remember

1. Take your pets with you, but make sure you bring a leash, crate, or cage for them. Some shelters will not accept pets.
2. If you have no means of transportation, or if you are physically unable to evacuate on your own, ask a neighbor to assist you.
3. If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message. If you have neighbors or co-workers who need help or do not have transportation, offer to assist them if you can.
4. Repeating, local officials recommend the people in the following area(s) evacuate now: (Repeat the area above.)
5. Please do not use your telephone except to report a true emergency. Stay tuned to this station for more information and instructions from local officials.



## A 1.6: Warning Message –Evacuation Order

The Suisun City Emergency Operations Center has issued the following evacuation order for those living, working, or visiting in Suisun City:

Due to [*insert emergency*], the [*EOC Director/Incident Commander*], under California law, has ordered that people evacuate immediately the following area to protect their health and safety and the health and safety of possible rescuers.

Recommended evacuation routes from the area(s) at risk include: \_\_\_\_\_. Be sure to take essential items such as:

- prescription medicines
- eyeglasses
- baby supplies
- personal care items
- identification cards
- checkbook and credit cards
- valuable papers

Listen to this station for more information on what you need to take with you. Secure your home before you depart.

### Things to Remember

1. Take your pets with you, but make sure you bring a leash, crate, or cage for them. Remember some shelters will not accept pets
2. Decide where you will stay until the emergency situation is resolved. Staying with relatives or friends or in a hotel or motel is a good choice.
3. If you can't stay with friends or relatives or find a motel room, listen to this station for more information on the locations of public shelters.
4. If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to assist you.
5. If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message. If you have neighbors or co-workers who need help or do not have transportation, offer assistance if you can.
6. Repeating, local officials, under California law, are ordering the people in the following area(s) to evacuate immediately: (*Repeat the area description above.*)
7. Please do not use your telephone except to report a true emergency. Stay tuned to this station for more information and instructions from local officials.



## **A 1.7: Warning Message – Shelter in Place**

The Suisun City Emergency Operations Center has issued the following shelter in place order for those living, working, or visiting in Suisun City:

Due to [*insert emergency*], the [*EOC Director/Incident Commander*], under California law, has ordered that people shelter in place immediately in the following area(s) to protect their health and safety and the health and safety of possible rescuers.

Keep your radio or TV on, monitor City social media outlets, and listen for further information about this situation. Please do not call [911] or local emergency officials for information as this may impact telephone lines needed for emergency operations.



## A 1.8: Special News Advisory – Supplemental Evacuation Information

The Suisun City Emergency Operations Center has issued the following advisory for those living, working, or visiting in Suisun City:

Due to the threat of [*insert emergency*], local officials have recommended that people living, working, or visiting in the following areas evacuate to protect their health and safety: [*Describe area boundaries.*]

- Use the following evacuation routes:\_\_\_\_\_. You should take the following emergency supplies with you:
- clothing for your family for several days
- bedding, pillows, and towels for each family member
- prescription medicines & spare eyeglasses
- soap and toiletries
- baby food and diapers.
- address book or list of important telephone numbers
- checkbook, credit cards, and cash
- driver's license and identification cards
- portable radio and flashlight, with extra batteries

### Things to Remember

1. Plan where you will stay until the emergency situation is resolved. Staying with relatives or friends or in a hotel or motel is a good choice.
2. If you cannot find another place to stay, temporary public shelters will be/have been opened at: \_\_\_\_\_.
3. Take your pets with you, but make sure you bring a leash, crate, or cage for them as well as pet food.
4. Secure your property before you depart. Shut off all appliances, except refrigerators and freezers. Lock all doors and windows.
5. Expect travel delays on evacuation routes. If you have a substantial distance to drive, you may want to take drinks and ready-to-eat food in your car in case you are delayed.
6. If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to help you.
7. If you have neighbors or co-workers, who need help or do not have transportation, offer to assist them if you can.
8. If you know of any neighbors or co-workers with hearing or language problems or special needs, please advise them of this message.
9. Please do not use your telephone except to report a true emergency. Stay tuned to this station for more information and instructions from local officials. If you missed some of the information in this advisory, it will be broadcast again soon.



## A 1.9: Special News Advisory – School & Public Facilities

The Suisun City Emergency Operations Center has issued the following advisory for those living, working, or visiting in Suisun City:

The current emergency situation involving [*insert emergency*] has affected the operation of the number of local facilities. This advisory is intended to provide you an update on the status of schools, hospitals, nursing homes, and other key facilities.

*Choose one or more of the following options regarding schools:*

- All local public schools have been closed.
- The following schools have been closed and students [are being/have been] returned to their homes: \_\_\_\_\_.
- The following schools have been evacuated and their students relocated to other facilities: School: \_\_\_\_\_. Students relocated to:\_\_\_\_\_.
- Parents should pick up their children at these host facilities:\_\_\_\_\_.

### **Hospitals**

The following hospitals and nursing homes have been evacuated and their patients relocated to other facilities:

Facility:\_\_\_\_\_. Patients relocated to: \_\_\_\_\_.

### **Government Offices**

The following government offices, parks, recreation areas, and other public facilities have been closed: \_\_\_\_\_

### Things to Remember

1. Please stay tuned to this station for more information and instructions from local officials.
2. Please refrain from using the telephone unless you have a true emergency.



## **Attachment B Government Access Channels and Locations**

Solano County OES maintains a list with updated person-specific contact information for the following Government Access Channels. The information below provides general contact information only.

### **BENICIA**

250 East "L" Street  
Benicia, CA 94510-3239  
Phone: (707) 746-4287

### **DIXON**

600 East "A" Street  
Dixon, CA 956203697  
Phone: (707) 678-7000

### **FAIRFIELD**

1000 Webster  
Street  
Fairfield, CA  
94533-4883  
Phone: (707) 428-7752

### **RIO VISTA**

One Main St.  
Rio Vista, CA 94571-1842 Phone: (707) 374-5063

### **SUISUN CITY**

701 Civic Center Blvd.  
Suisun City, CA 94585-2600  
Phone: (707) 421-7333  
\*Does not have a cable access channel, but can link videos  
via its website.

### **VACAVILLE**

650 Merchant Street  
Vacaville, CA 95688-6992  
Phone: (707) 449-5371

### **VALLEJO**

555 Santa Clara St.  
Vallejo, CA 94590-5934  
Phone: (707) 648-4500 or 648-5201



## Attachment C Media List

Solano County OES maintains a list with updated person-specific contact information for the following media organizations. The information below provides general contact information only.

**Table C-1: Local Print Media**

Local Print Media	
<b>Fairfield Daily Republic</b> 1250 Texas St. PO Box 47 Fairfield, CA 94533	www.dailyrepublic.net FAX: 425-5924 News Room: 425-4646
<b>Vacaville Reporter</b> 916 Cotting Lane Vacaville, CA 95688 P.O. Box 1509 Vacaville, CA 95696	www.thereporter.com FAX: 451-5210 News Room: 448-2200
<b>Dixon Tribune</b> 145 East A St. Dixon, CA 95620	<a href="http://www.facebook.com/pages/The-Dixon-Tribune/191440726067?sk=notes">http://www.facebook.com/pages/The-Dixon-Tribune/191440726067?sk=notes</a> FAX: 678-5404
<b>Independent Voice</b> PO Box 1106 Dixon, CA 95620	www.independentvoice.com FAX: 678-4046
<b>River News Herald &amp; Isleton Journal</b> 21 S. Front Street; PO Box 786 Rio Vista, CA 94571	www.rivernewsherald.org FAX: 374-6322
<b>Rio Vista Beacon</b> PO Box 726 Brentwood, CA 94513	<a href="http://www.riovistabeacon.com/">http://www.riovistabeacon.com/</a> FAX: (925) 634-0193
<b>Vallejo Times Herald</b> 440 Curtola Parkway PO Box 3188 Vallejo, CA 94590	www.timesheraldonline.com FAX: 553-6851 News Room: 533-6840



**Table C-2: Local Online Only Publications**

Local Online Only Publications	
<b>Dixon Patch</b>	www.dixon.patch.com
<b>Suisun City Patch</b>	www.Suisun Citypatch.com
<b>Benicia Patch</b>	<a href="http://www.benicia.patch.com">www.benicia.patch.com</a>
<b>Examiner.com</b>	<a href="http://www.examiner.com/solano-county-buzz-in-sanfrancisco">www.examiner.com/solano-county-buzz-in-sanfrancisco</a>

**Table C-3: Local Radio Stations**

Local Radio Stations	
<b>95.3 KUIC Radio</b> 555 Mason St., Suite 245 Vacaville, CA 95688	www.kuic.com FAX: 446-0122

**Table C-4: Sacramento Radio Stations**

Sacramento Area Radio Stations	
<b>Vacaville - 530 kHz (2 fixed ALERT AM stations)</b>	
<b>Sacramento International Airport - 530 kHz (fixed Information Station)</b>	

**Table C-5: Bay Area Radio Stations**

Bay Area Radio Stations	
<b>San Francisco International Airport - 1610 kHz (fixed Information Station)</b>	
<b>San Mateo - 530 kHz (fixed Information)</b>	
<b>San Jose University - 1700 kHz (fixed Information Station, custom)</b>	



**Table C-6: Sacramento Print Media**

Sacramento Print Local Media	
<p><b>Sacramento Bee</b>                      2100 Q. St.                      Sacramento, CA 95816                      PO Box 15779                      Sacramento, CA 95852</p>	<p>www.sacbee.com FAX: (916) 321-1009                      General: (916) 321-1000</p>
<p><b>Sacramento Business Journal</b>                      1400 X Street                      Sacramento, CA 95818</p>	<p>www.bizjournals.com/sacramento                      FAX: (916) 444-7779                      General: (916) 447-7661</p>
Sacramento Local Television Media	
<p><b>KXTV 10 (ABC)</b>                      400 Broadway                      Sacramento, CA 95818-2098                      Mail:                      400 Broadway                      Sacramento, CA 95812-0010</p>	<p>www.news10.net FAX: (916) 321-3384                      General: (916) 447-6107</p>
<p><b>KCRA 3 (NBC) &amp; KQCA 58</b>                      3 Television Circle                      Sacramento, CA 95814-0794</p>	<p>www.kcra.com                      FAX: (916) 441-4050                      General: 916-446-3333</p>
<p><b>KOVR 13 (CBS) &amp; CW31</b>                      CBS Offices &amp; Studios 2713 KOVR Drive                      West Sacramento, CA 95605</p>	<p>www.kovr.com                      FAX: (916) 374-1304                      General: (916) 374-1313</p>
<p><b>KTXL 40 (FOX)</b>                      4655 Fruitridge Road                      Sacramento, CA 98520-5299</p>	<p>www.fox40.com FAX: (916) 739-1079                      General: (916) 739-1079</p>
<p><b>KFPK AM (650/1530)</b>                      1440 Ethan Way, #200                      Sacramento, CA 95825</p>	<p>www.kfbk.com                      FAX: (916) 646-9409                      General: (916) 929-5325</p>



**Table C-7: Bay Area Print Media**

Bay Area Local Print Media	
<b>San Francisco Chronicle</b> 901 Mission St. San Francisco, CA 94103-2905	www.sfgate.com FAX: General: (415) 777-1111
<b>Contra Costa Times</b> 2640 Shadelands Drive Walnut Creek, CA 94598	www.contracostatimes.com FAX: General: (925) 933-2020
<b>Bay City News Service</b> Fox Plaza, Suite 324 1390 Market St. San Francisco, CA 94102	
Bay Area Local Television Media	
<b>San Francisco Business Times</b> 275 Battery St., Suite 940 San Francisco, CA 94111	www.bizjournals.com/eastbay FAX: (415) 398-2494
<b>KTVU 2 (FOX) / BayInsider.com</b> PO Box 22222 Oakland, CA 94623	www.ktvu.com www.bayinsider.com FAX: (510) 451-2610 General: (510) 834-1212
<b>KPIX (CBS)</b> 855 Battery St. San Francisco, CA 94111	www.kpix.com FAX: General: (415) 362-5550
<b>KCBS Radio(740AM/106.9FM)</b> 855 Battery St. San Francisco, CA 94111	www.sanfrancisco.cbslocal.com/station/kcbs/ General: (415) 765-4000
<b>KGO 7 (ABC)</b> 900 Front Street San Francisco, CA 94111	www.abclocal.go.com/kgo General: (415) 954-7777
<b>KRON 4 (NBC)</b> 1001 Van Ness Ave. San Francisco, CA 94109	www.kron.com (415) 441-4444