

CITY EMPLOYEE PUBLIC INFORMATION GUIDE IN AN EMERGENCY

FIRST THINGS TO DO

1. ATTEND FIRST EOC BRIEFING/OR CONFER WITH CITY MANAGER
2. PREPARE INITIAL NOTIFICATION FOR WEB-SITE & KALB (SEE ATTACHED EXAMPLE); CONTACT CABLE STAFF OR VOLUNTEERS
3. ACTIVATE WEB-SITE EMERGENCY NOTIFICATION [MUST USE INTERNET EXPLORER]
4. POST ON ALBANY POLICE DEPT FACEBOOK PAGE www.facebook.com/AlbanyPolice
– DIRECT TO OUR WEBSITE
5. POST ON ALBANY PATCH– DIRECT TO OUR WEBSITE
6. SEND TO KALB CONTACT
7. RECORD MESSAGE ON ALBANY PHONE HOTLINE/MAIN NUMBER: 510-528-5710
8. PREPARE RADIO MESSAGE FOR 1610AM; CALL CITY OF BERKELEY PIO OFFICE
9. PREPARE BULLET POINT SUMMARY INFORMATION TO BE USED FOR MEDIA AND PUBLIC UPDATES; UPDATE WEB SITE; FACEBOOK;PATCH;KALB
10. PRINT OUT HARD COPIES AND GET THEM TO POSTING LOCATIONS (MEMORIAL PARK, TERRACE PARK, OCEANVIEW PARK, PIERCE STREET – ON FENCING, COMMUNITY CENTER, SOLANO AVENUE KIOSK @ CURTIS)

SECONDARY THINGS TO DO

1. SET UP AS NEEDED IN ASSIGNED LOCATION; -PUT ON TV AND BEGIN TO MONITOR
2. PLAN FOR THE NEXT OPERATIONAL PERIODS
 - a. Backup personnel needs—may need to call HR to access
 - b. Volunteer needs (runners; news monitors, etc.)
 - c. Schedule for MEDIA updates – press conferences if needed
 - d. Attend briefings to continue to update information

INITIAL EMERGENCY NOTIFICATION – SAMPLE

[When and what happened]

ON APRIL 1, 2011, AT 5 PM, A FREAK BLIZZARD STRUCK THE EAST BAY AREA, DROPPING 12 FEET OF SNOW ONTO ALBANY, BERKELEY AND SURROUNDING COMMUNITIES. THERE IS NO INFORMATION AT THIS TIME ABOUT INJURIES AND NO FATALITIES HAVE BEEN REPORTED.

[local information if available]

INTERSTATE I80 AND I580 ARE CLOSED AND CARS ON THE FREEWAY ARE UNABLE TO EXIT.

[How we are responding]

EMERGENCY PERSONNEL ARE ON THE SCENE ASSESSING DAMAGE, AND ASSISTING THOSE WHO HAVE BEEN TRAPPED IN THEIR CARS. HOT CHOCOLATE IS BEING PROVIDED.

[What the public should do]

AT THIS TIME ALAMEDA COUNTY EMERGENCY SERVICES RECOMMENDS THAT EVERYONE STAY IN THEIR CURRENT LOCATION AND STRONGLY ADVISES AGAINST TRAVEL. THE PUBLIC HEALTH DEPARTMENT CAUTIONS AGAINST SNOW SHOVELLING BY THOSE UNFAMILIAR WITH THIS TASK AND THE ASPCA RECOMMENDS BRINGING ALL ANIMALS INSIDE.

[More information and next update]

THIS WEBSITE WILL BE UPDATED AS INFORMATION BECOMES AVAILABLE. FOR ADDITIONAL INFORMATION TUNE TO 1610AM RADIO; FOLLOW US ON FACEBOOK OR VIEW ALBANY PATCH AT WWW.ALBANYPATCH.COM.

City of Albany

EMERGENCY NEWS RELEASE



DATE/TIME:
STATUS OF EVENT:

SHELTER:

FOOD/WATER SUPPLIES:

UTILITIES:

MEDICAL SERVICES:

ROAD CLOSURES:

NATURAL HAZARDS:

VOLUNTEERS NEEDED: All persons wishing to volunteer may report to the Teen Center, located in Memorial Park at Carmel and Portland.

MISSING PERSON INFORMATION: Senior Center at 846 Masonic Avenue.

A press station has been set up at the front entrance of City Hall at 1000 San Pablo Avenue.

City Employees: All City of Albany employees should report for duty at the Emergency Operations Center. Please bring your identification.

Local government employees: Albany residents who are employees of other local governments may also report to the Emergency Operations Center, 1000 San Pablo Avenue, for assignment. Please bring your identification.

FOR INFORMATION UPDATES:

www.albanyca.org

City of Albany Public Information Hotline: 510-528-5710

Emergency Radio 1610am (City of Berkeley)