

## SELF-ASSESSMENT CHECKLIST

## EMERGENCY PUBLIC INFORMATION

The ability to provide the public, media, and DOE/NNSA employees with accurate and timely information is based on an effective Emergency Public Information (EPI) program. To be effective, EPI should be coordinated with onsite and offsite Federal, state, local, and Tribal Emergency Response Organizations (ERO). The EPI program provides the means for a facility to coordinate the timely exchange of information among representatives from DOE/NNSA and other organizations. This coordination is critical to prevent dissemination of confusing, conflicting, and erroneous information.

Departmental and emergency response credibility is enhanced through an effective EPI program, which is based on a day-to-day public information operation that can be expanded for an emergency response. This capability to expand is developed in cooperation with onsite and offsite organizations through the detailed planning and coordination of plans, procedures, education, and training.

Base Program:

EPI requirements apply to Base Program sites/facilities since all emergencies will require some EPI response. The extent of the EPI Program and organization for Base Program sites/facilities depends on the types of Operational Emergencies identified and the potential consequences. The detailed structure of EPI discussed in this checklist is appropriate for Base Programs or Hazardous Material Programs which potentially affect more than the site/facility (e.g., substantial oil spill), but is useful as general guidance for other Base Program sites and facilities.

Hazardous Material Program:

The hazards analyzed in the Hazards Assessment and the extent of their impacts will directly dictate the content and geographical coverage of the EPI Program. The public information program should address the nature of the potential hazardous materials releases, the notifications and information systems in place, and protective actions most likely to be implemented (e.g., evacuation routes, guidelines for sheltering in place).

The checklist below is to aid Emergency Managers in performing a self-assessment of the EPI program to determine if all of the requirements of DOE Order 151.1A have been met. For more detailed guidance, refer to Volume IV of the Emergency Management Guide, DOE Guide 151.1-1.

Review Criteria for Emergency Public Information	Yes	No	Not Applicable
<p><b>EMERGENCY PUBLIC INFORMATION</b></p> <p>Emergency Public Information (EPI) encompasses accurate, timely information that is provided to workers, the news media, and the public during an emergency to establish facts and avoid speculation. EPI efforts are coordinated with Federal, state, local, and Tribal organizations and are part of Federal emergency response plans as appropriate. Workers and the public are informed of emergency plans and planned protective actions before emergencies occur through this day-to-day ongoing information exchange.</p>			
<p>1. To ensure that information can be provided to the public and media during an emergency, is an EPI program:</p>			
<p>a. established?</p>			
<p>b. maintained?</p>			
<p>c. commensurate with site hazards?</p>			
<p>2. Does the EPI program contain provisions to inform workers of:</p>			
<p>a. facility hazards?</p>			
<p>b. emergency plans?</p>			
<p>c. protective actions?</p>			
<p>d. emergency response activities during an emergency?</p>			
<p>3. Does the EPI program contain provisions to inform the public of:</p>			
<p>a. facility hazards?</p>			
<p>b. emergency plans?</p>			
<p>c. protective actions?</p>			
<p>d. emergency response activities during an emergency?</p>			
<p>4. Is the EPI program integrated with facility emergency management program:</p>			
<p>a. plans?</p>			
<p>b. procedures?</p>			
<p>5. Do functions of the EPI organization include:</p>			
<p>a. information collection?</p>			
<p>b. coordination of EPI information?</p>			

Review Criteria for Emergency Public Information	Yes	No	Not Applicable
c. production of EPI information?			
d. dissemination of EPI information?			
e. monitoring and analysis of media coverage?			
f. public concerns and information needs?			
6. EPI activities and the number of EPI staff required to respond effectively to an emergency will vary. For an event or condition, does the EPI organization identify that functions are staffed consistent with:			
a. the nature?			
b. the severity?			
c. the duration?			
d. the media's perception?			
e. the public's perception?			
7. Does the EPI organization have trained spokespersons to provide support in media interface, to include:			
a. DOE Spokesperson?			
b. Technical Spokesperson?			
8. Does the EPI organization have a news writer to develop news releases?			
9. Does the EPI organization have other trained personnel to provide support in media services, public inquiry, media monitoring, management and administrative services, and media inquiry to include:			
a. Media Relations Coordinator?			
b. Joint Information Center News Manager?			
c. Public Inquiry Team?			
d. Media Monitoring Team?			
e. Joint Information Center Support Staff?			
f. Media Inquiry Team?			
10. Is information that is distributed to workers regarding the emergency:			
a. accurate?			
b. candid?			

c. understandable?			
Review Criteria for Emergency Public Information	Yes	No	Not Applicable
d. current?			
e. timely?			
f. provided to ensure the health and safety of workers?			
g. provided to establish facts, and avoid rumors and speculation?			
h. consistent with the requirements of the Freedom of Information and the Privacy Act?			
11. Is information that is distributed to site personnel regarding the emergency:			
a. accurate?			
b. candid?			
c. understandable?			
d. current?			
e. timely?			
f. provided to ensure the health and safety of site personnel?			
g. provided to establish facts, and avoid rumors and speculation?			
h. consistent with the requirements of the Freedom of Information and the Privacy Act?			
12. Is information that is distributed to the public regarding the emergency:			
a. accurate?			
b. candid?			
c. understandable?			
d. current?			
e. timely?			
f. provided to ensure the health and safety of the public?			
g. responsive to public concern and information needs?			
h. provided to establish facts, and avoid rumors and speculation?			
i. consistent with the requirements of the Freedom of Information and the Privacy Act?			

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13. Are EPI staff proactive in obtaining emergency information from the command center?			
Review Criteria for Emergency Public Information	Yes	No	Not Applicable
14. The EPI program provides the means for a facility to coordinate the timely exchange of information among representatives from DOE/NNSA and other organizations. This coordination is critical to prevent dissemination of confusing, conflicting, and erroneous information. Prior to the dissemination of information to the media and public, are rumors and misinformation:			
a. detected?			
b. controlled?			
c. corrected?			
15. During an event or condition, has accurate information disclaiming rumors and correcting misinformation been incorporated in media briefings and press releases, as necessary?			
16. If the health and safety of workers and the public is at risk, it is imperative to release information as quickly as possible. Have emergency response and protective actions required for health and safety been adequately explained with unclassified information for:			
a. workers?			
b. the public?			
17. Individuals and alternates who are responsible for approving the release of information should be designated responders within the emergency organization. Has authority for approving release of emergency information to the media and public been vested in:			
a. a single individual?			
b. a designee?			
c. appropriate DOE official?			
18. Are communications with the media and public timely and responsive to public concerns?			
19. Is information that is released to the public through the news media regarding the emergency:			
a. accurate?			
b. relevant?			

20. Are initial press statements released as soon as possible, but within one hour of an event?			
21. Is the frequency of new conferences consistent with information needs of the public and media?			
Review Criteria for Emergency Public Information	Yes	No	Not Applicable
22. Is the content of news conferences consistent with the information needs of the public and media?			
23. Are press briefings held with regular frequency concerning:			
a. emergency conditions?			
b. protective actions?			
c. response?			
24. Are press briefings held whenever new or breaking information is available concerning:			
a. emergency conditions?			
b. protective actions?			
c. response?			
25. A technical representative must be available to review press releases to ensure the technical accuracy of the information to be disseminated. Are technical briefers:			
a. utilized?			
b. knowledgeable?			
c. effective in communicating with the news media?			
Comments: (A brief explanation should be provided for any "NO" response.)			

<p><b>JOINT INFORMATION CENTER</b></p> <p>During an emergency, or as other events warrant, the EPI organization and the Joint Information Center (JIC) should be established as the single authoritative source of information regarding the event response, protective actions implemented onsite and recommended to offsite authorities, and long-term implications.</p>			
<p>1. Are provisions in place for an information center to be established and to operate as the single source of information during an emergency?</p>			
<p>2. After the establishment of the JIC, is it:</p>			
<p>a. directed by a senior DOE/NNSA Public Affairs Manager or alternate?</p>			
<p>Review Criteria for Emergency Public Information</p>	<p>Yes</p>	<p>No</p>	<p>Not Applicable</p>
<p>b. coordinated by a senior DOE/NNSA Public Affairs Manager or alternate?</p>			
<p>3. Is the designated JIC available to accommodate:</p>			
<p>a. members of the news media?</p>			
<p>b. DOE/NNSA representatives?</p>			
<p>c. contractor representatives?</p>			
<p>d. offsite agency representatives?</p>			
<p>4. Is the designated JIC equipped to accommodate:</p>			
<p>a. members of the news media?</p>			
<p>b. DOE/NNSA representatives?</p>			
<p>c. contractor representatives?</p>			
<p>d. offsite agency representatives?</p>			
<p>5. Is the designated JIC maintained and controlled to accommodate:</p>			
<p>a. members of the news media?</p>			
<p>b. DOE/NNSA representatives?</p>			
<p>c. contractor representatives?</p>			
<p>d. offsite agency representatives?</p>			

6. Is the designated JIC configured to facilitate the preparation and coordination of emergency information release to the public through news media (i.e., work space for reporters and camera crews such as an auditorium or other area within proximity of the JIC)?			
7. To accommodate personnel (both media and staff) in accomplishing their required functions, does the JIC provide adequate:			
a. space?			
b. equipment:			
c. communication lines?			
d. security provisions?			
e. information resources?			
8. Does the JIC staff include a trained spokesperson with technical expertise related to the emergency?			
Review Criteria for Emergency Public Information <span style="font-size: 2em; opacity: 0.5;">DRAFT</span>	Yes	No	Not Applicable
9. Does the JIC support response to public inquiries in a timely manner?			
10. Do JIC plans and procedures have provisions in place to detect:			
a. rumors?			
b. misinformation?			
11. Do JIC plans and procedures have provisions in place to correct:			
a. rumors?			
b. misinformation?			
12. Do JIC plans and procedures have provisions in place to control:			
a. rumors?			
b. misinformation?			
13. Is an alternate JIC location available in the event that the primary JIC becomes inhabitable?			
14. Security personnel should control access to the JIC by designated response personnel, and should control access to the site by the media as required by procedure. Is the JIC access control adequate?			
15. Do the JIC procedures establish a means for readily identifying media representatives and staff (i.e., badges or name tags)?			

16. Is prepared relevant information provided to news media in the JIC concerning:			
a. affected facilities?			
b. emergency plans?			
c. hazards?			
d. logistics?			
17. Visual aids for briefings, such as maps, site plans, schematics, emergency planning zones, and internet access information should be made readily available based on media needs. Are appropriate visual aids available and utilized for briefing news media regarding:			
a. events?			
b. impacted areas?			
c. consequences and protective actions?			
Review Criteria for Emergency Public Information <span style="font-size: 2em; opacity: 0.5;">DRAFT</span>	Yes	No	Not Applicable
Comments: (A brief explanation should be provided for any "NO" response.)  			
OFFSITE COORDINATION  EPI plans should provide for cooperative interface and coordination of public education and information activities with Federal, state, local, and Tribal response organizations. These interfaces should be arranged and documented in formal plans, memoranda of agreement or understanding, and/or other arrangements.			
1. Do management team representatives share information with outside agency representatives:			
a. effectively?			
b. openly?			
c. readily?			

2. Do management team representatives coordinate information with outside agency representatives:			
a. effectively?			
b. openly?			
c. readily?			
3. Do outside agency representatives share information with management team representatives:			
a. effectively?			
b. openly?			
c. readily?			
4. Do outside agency representatives coordinate information with management team representatives:			
a. effectively?			
b. openly?			
<p>DRAFT</p> <p>Review Criteria for Emergency Public Information</p>	Yes	No	Not Applicable
c. readily?			
5. Are public information functions and efforts during the emergency coordinated with:			
a. DOE Headquarters?			
b. other Federal agencies?			
c. Tribal organizations?			
d. state government?			
e. local government?			
6. Are public information functions and efforts a part of the Federal Emergency Response Plan, as appropriate?			
7. News conferences should be held as emergency events or public and media interest warrant. Information provided at news conferences or in news releases should be coordinated with and monitored by each organization represented in the JIC to ensure consistency. Is information (written and verbal) which is to be released to the news media coordinated with the following response organizations, as appropriate:			
a. DOE/NNSA?			

b. other Federal agencies?			
c. Tribal organizations?			
d. state government?			
e. local government?			
8. DOE Order 151.1A, Chapter IX,4.g., states that the DOE Headquarters (HQ) Director of Public Affairs and the HQ Emergency Manager shall be informed of all DOE/NNSA EPI actions. However, DOE/HQ approval of <b>initial</b> news releases is not required in an emergency in order to provide health and safety information to the public.			
a. Is DOE/HQ notified as soon as possible of all contractor EPI actions?			
b. Are all follow-on statements that are to be released to the public coordinated with DOE/HQ?			
9. A Public Information Officer (PIO) is an individual assigned to the EPI response team involved in an offsite response deployment to provide information regarding DOE/NNSA roles and capabilities. Is a PIO assigned to a response team that is deployed offsite to provide mutual aid to a significant response?			
10. Prior to emergencies, are workers informed of:			
Review Criteria for Emergency Public Information	Yes	No	Not Applicable
a. emergency response plans?			
b. response capabilities?			
c. planned protective actions?			
11. Prior to emergencies, are site personnel informed of:			
a. emergency response plans?			
b. response capabilities?			
c. planned protective actions?			
12. Is continuing education provided to the area news media for the purpose of acquainting the media with the:			
a. facility?			
b. management personnel?			
c. facility hazards?			
d. emergency plans?			

e. points-of-contact?			
13. In coordination with state and local governments, is information disseminated periodically to the public regarding:			
a. facility hazards?			
b. how they will be alerted of an emergency?			
c. how they will be notified of an emergency?			
d. what their actions should be in the event of an emergency?			
e. points-of-contact for additional information?			
14. Are internal organizational relationships for EPI:			
a. documented in the EPI program?			
b. maintained in the EPI program?			
15. Are external organizational relationships for EPI:			
a. documented in the EPI program?			
b. maintained in the EPI program?			
16. Is a list of 24-hour media points-of-contact:			
Review Criteria for Emergency Public Information	Yes	No	Not Applicable
a. available?			
b. maintained current?			
Comments: (A brief explanation should be provided for any "NO" response.)			