

Emergency Public Information Peer Planning Workshop Exercise Worksheet



Pre-Incident

It is opening day of the County Fair. The sun is shining and temperatures are expected to reach 74 degrees Fahrenheit at the County Fairgrounds where the Fair is being held. The opening day parade has concluded, and the BBQ Cookoff is underway. To celebrate opening day of the fair the fair entrance fee is waived. Large numbers of families and individuals are flocking to the Fairgrounds to enjoy the BBQ Cookoff, the carnival/amusement park, an evening concert, and other activities.

1. What emergency public information considerations have been made in the event planning process?

2. What does your jurisdiction's emergency public information structure look like at this point in the scenario?



Report of a Shooting

People have reported hearing gun shots near the BBQ Cook-off area.

1. How should the proper public information officer (PIO) be notified?

2. Who does the PIO call next?

3. Given the information currently known, how does the PIO determine what joint information system needs there may be?



Shooting Confirmed

Law enforcement confirms that at 3 p.m. fair goers, BBQ Cookoff participants, and Fair staff heard gunshots. People ran toward exits as three men, who appeared to be loaded down with weapons, approached the area. The three men split up and moved to different parts of the Fairgrounds, firing at random.

1. How does the PIO get information about the incident at this point in the scenario?

2. Who does the PIO notify now?

3. How have joint information system needs changed?

4. Which plans or annexes are relevant at this point?

5. Which agencies', organizations', and departments' voices need to be present in public messaging?

6. How should the system for coordinating messaging between these groups be organized?

7. Do current plans include triggers for activating a Joint Information Center (JIC)? If so, what are the triggers?

8. Who has the authority to make the call to activate the JIC?



SWAT Takes Action

SWAT teams storm the Fairgrounds and fatally shoot two gunmen. A third gunman escapes, leading SWAT and law enforcement on a chase away from the Fairgrounds. Law enforcement at the Fairgrounds evacuate the facilities. At this time, the casualty number is high, with an unknown number of fatalities.

Additional medical first responders arrive at the Fairgrounds to assist the triage process. Fair attendees, families and friends, and the concerned public are clamoring for information related to the incident. Photos of the suspected gunmen and victims begin appearing on social media. Some fairgoers are being interviewed over the phone on national news channels as news of the event spreads across the world. Relevant authorities are requesting a JIC (if it has not already been established).

1. How and when does your jurisdiction/agency decide to conduct physical or virtual JIC operations?

2. Where would a physical JIC be located?

3. What equipment and supplies would you need to set up a JIC? Where is that written down?

4. What roles are needed in the JIC at this time, given the scenario? What other roles may be needed in the JIC as the incident unfolds?

5. Given the changes in the scenario, how would your jurisdiction/agency include virtual JIC operations, if any?

6. How and when are JIC staffers notified of the incident to participate in the JIC?

7. How could additional changes in this incident cause your JIC to scale up or down? How would these changes affect staffing, equipment, and location needs?



8. What role does the PIO play in ensuring the safety of the media covering the incident and the integrity of incident operations?

Third Gunman at Large

Media and public calls are primarily requesting updates on the status or location of the possible third shooter, the names of the killed suspects, and the status of VIPs who had been present at the Fair for a concert that evening. A social media manhunt and rumors are taking off and numerous sightings of the third shooter are popping up across the county.

1. What is the JIC's role in warning?

2. Given the scenario, where should the JIC be receiving information from?

3. Given the scenario, what emergency public information would be disseminated to the following, and how would it be disseminated?

a. To the Public?

b. To the Media?

c. To First Responders?

d. To other response partners (e.g., EOC)?



e. To the families of victims?

4. How do JIC operations fit into the flow of EOC operations (Planning P)?

5. What methods and tools would your JIC staff use to communicate internal incident information with each other? The rest of the response effort?

6. How will you keep the JIC staffed with qualified individuals? What training does JIC staff need to work in your JIC?



7. How will you address concerns related to disseminating information in a format that is accessible by your whole community?

8. Given the scenario, what other information coordination issues do you anticipate?

Regional Threat

About an hour after the shooting ended at the Fairgrounds, a worker in the JIC notices a Twitter post from an individual claiming to be the third gunman. The post states that if law enforcement does not stop chasing the gunman, he will blow up “the mall” with prepositioned explosives.

1. How do your plans and processes anticipate other jurisdictions within the region also operating JICs?

2. How would you activate the regional Emergency Public Information Plan (EPIP), if applicable?

3. How have you anticipated additional facilities, equipment, and supplies that may be needed to support regional JIC operations, physical and/or virtual?

4. How have roles needed in the JIC changed at this time? What additional roles could be used in the JIC?



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