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  - Press Release to media
  - Public release statement posted website
  - Recording placed on the Community Phone Line
  - Emergency Notification Banner on Website is Engaged
  - Department heads/administrators of **all** social media pages will update their pages with the exact copy of the public release statements as posted on the website.
  - Preapproval required on social media messaging outside approved scope.
  - All notification to media will be released by Communications Manager or other designated person from the City Manager's office.
  - All mass email messaging over Ten (25) people must be cleared with Communications Manager.
  - All mass email messaging over Ten (10) must be copied to the Communications Manager.
  - No ads shall be placed in a crisis period without Communications Manager Approval.
  
3. **Recover** - The immediate goal of the recovery phase is to bring the affected area back to normalcy as quickly as possible. When the crisis or threat is lifted, advisory options and connections for follow up will be displayed using multiple methods.

