

Civil Air Patrol



2020 KENTUCKY WING CRISIS

COMMUNICATION PLAN (CCP)

Crisis Communications Team and Roles

The Kentucky Wing Civil Air Patrol (CAP) Crisis Communications Team (CCT) should consist of key wing personnel. Membership of the CCT may vary slightly, depending on the details of the crisis, but should typically consist of the following members:

Wing Commander: has overall responsibility for the participation of the Kentucky Wing CAP in the event. Provides direction to subordinates and serves as the primary liaison between Kentucky Wing CAP and other agencies involved in the event.

Wing Vice Commander: acts on behalf of the wing commander when the wing commander is not present or with tasks delegated to them by the wing commander.

Wing Chief of Staff: conducts staff meetings on a set basis and then compiles information into a summary for the Wing and Vice Commanders. The COS and the PAO will also maintain the CCT Kit.

Wing Director of Operations: is responsible for organizing physical resources to be used during the event.

Wing Finance Officer: is responsible for tracking expenses incurred by the wing during the event.

Wing Emergency Services Officer: primarily responsible for coordination of emergency service activities by the wing and for keeping the CCT abreast of ES activities undertaken at the event.

Wing Public Affairs Officer: will serve as the primary source for information dissemination for media interested in event. The COS and the PAO will also maintain the CCT Kit.

Wing CISM Officer: (Critical Incident Stress Management) works with victims and families, friends, associates of victims to help them through the crisis.

Wing Liaison Officer: will be responsible for interfacing with military and other government agencies involved in the crisis or as assigned by the commander.

Wing Safety Officer: focuses primarily on the safety of the CCT, event participants and victims.

//FOR OFFICIAL USE ONLY//

Wing Legal Officer: is there to provide legal guidance to ensure the Wing is following all applicable laws and regulations during the event.

Wing Communications Officer: will work with the Wing ES staff to ensure radio communications in the event other forms of communication are lost or overwhelmed.

Wing Chaplain: works with victims and families, friends, associates of victims to help them through the crisis.

** Current contact information by position at end of Document.*

Command/Media Center Locations

Kentucky Wing Headquarters
Civil Air Patrol
101 Old Soldiers Lane
PO Box 4665
Frankfort, KY 40604-4665
Phone: 502-564-0660

Bowling Green
Civil Air Patrol KY-300
2325 Airway Ct,
Bowling Green, KY 42103

Boone Center National Guard
100 Minuteman Parkway
Frankfort, KY 40601 KYEM
Operations Desk
24 Hour Line 800-255-2587

Owensboro National Guard
Armory 3300 Tamarack Rd
Owensboro, KY 42301

Bowman Field Readiness Center
3600 Century Division Way
Louisville, KY 40205
502-451-3893

Crisis Contact List (updated 30-January-21)

Newspapers

The Courier-Journal
502-582-4691 news@courier-journal.com

Associated Press in Kentucky
aplouisville@ap.org (502) 583-7718
Scott Stroud sstroud@ap.org and Claire Galofaro cgalofaro@ap.org

Lexington Herald-Leader

//FOR OFFICIAL USE ONLY//

859-231-3212 or 3150 <http://www.kentucky.com/news/submit-news/>

//FOR OFFICIAL USE ONLY//

Paducah Sun

270-575-8650 <http://www.paducahsun.com/contactus/>

Bowling Green Daily News

270-783-3236 eembry@bgdailynews.com

Kentucky Post News

513-852-4071 newsdesk@wcpo.com

Television News**WBKO News Bowling Green**

270-781-1313 henry.chu@wbko.com

WHAS11 / WBKI News Louisville

502-582-7220 assign@whas11.com

WLKY 32 News Louisville

502-893-7300 newstips@wlky.com

WAVE 3 News Louisville

502-561-4150 newsrelease@wave3.com

WDRB 41 / WMYO News Louisville

502-585-0811 news@wdrb.com

WYMT 57 News Hazard

606-439-9968 steve.hensley@wymt.com

WLEX 18 News Lexington

859-381-1801 news@lex18.com

WKYT Lexington

859-299-2727 newstip@wkyt.com

WPSD TV News Paducah

270-415-2001 newstip@wpsdlocal6.com

Radio**84WHAS Radio**

502-479-2210 whasnews@clearchannel.com

WVLK 590 Lexington

877-777-0590 scott.frazier@cumulus.com

//FOR OFFICIAL USE ONLY//

*** For additional news contacts, a comprehensive online collection of all Kentucky media outlets can be found at: <http://www.abyznewslinks.com/uniteky.htm>

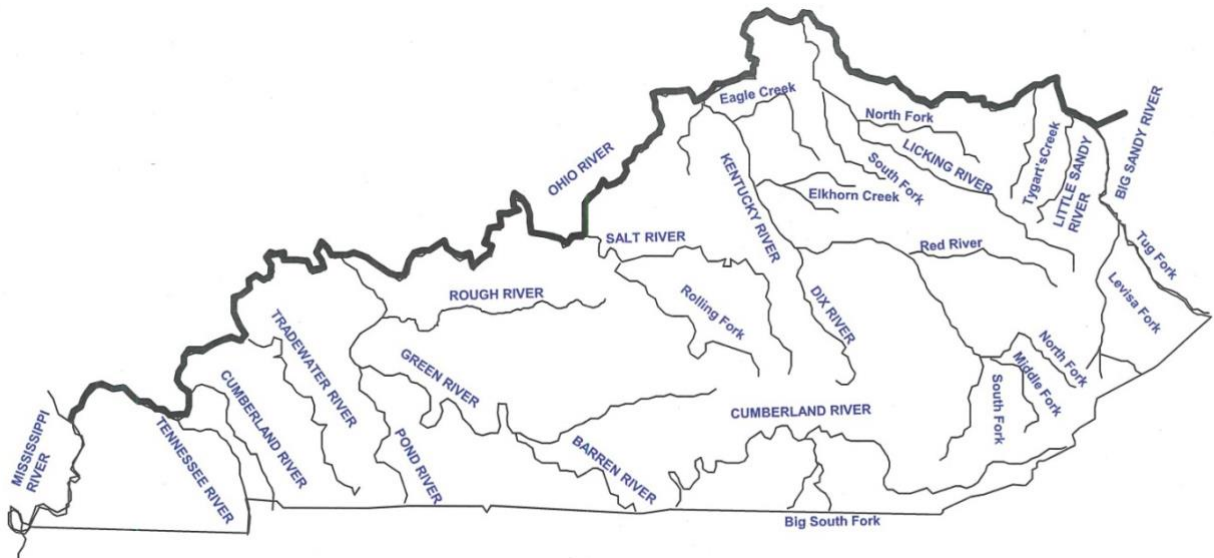
Crisis Scenarios

Tornado/Severe Weather

Since 1950, there has been an annual average of 8.4 tornadoes per year in Kentucky.* Kentucky and surrounding states are at high risk for one or more destructive tornadoes to touch down throughout the year, causing significant loss of life, property and infrastructure. Other meteorological risks include high winds, derechos, snowstorms, ice storms and thunderstorms.

Flood

Kentucky is very prone to flooding at certain times of the year. Kentucky is bordered by the Mississippi, Ohio and Big Sandy rivers. The state also has numerous smaller rivers and streams that run throughout the state, which poses flooding risks during periods of snow melt off or after severe storms. Most commonly flooding occurs during the spring and summer months but can occur year round. (see map).



Earthquake

Kentucky has not experienced an earthquake of major proportion since 1812. However, this violent form of natural disaster poses a great hazard to certain regions of the state, particularly the Jackson Purchase region and extreme southeastern area of the state. Geologic faulting in the Jackson Purchase region makes this a high "seismic risk" zone, with great potential for an earthquake. It poses a significant risk to decimate the region's urban centers and cause considerable damage to other areas of the State. *

* Information sourced from KyDES-11-95.

Crisis Scenarios and Action Plans for Response

When crisis strikes, the CCT will work virtually through email, phones and video conference calls. Should the incident dictate, commanders and the wing PAO will determine where a crisis center is needed, as well as the size and scope of required activities. Previously listed media centers listed will have priority consideration since most required items are pre-situated at those locations.

The COS and PAO will maintain electronic and hard copies of the following information: a current copy of the Kentucky Wing Crisis Communication plan, the plans of affected subordinate units; current CCT roster; contact information for the wing commander, relevant wing staff members, CAP Region and National headquarters.

Tornado/Severe Weather/Flooding Action Plan (Short Term Crisis)

In the event of a severe weather event, the CCT will go on alert and monitor the Storm Prediction Center, National Weather Service, or local media covering the event for the most up to date weather information. They will be ready to respond to requests from local, state and/or federal government officials who request CAP services. Upon contact, the official spokespersons of the Kentucky Wing, the wing commander and wing PAO, will provide information to local media resources and monitor the flow of information. Other CCT members will give information about the crisis to the media only when specifically authorized by the Kentucky Wing Commander or PAO. Otherwise, members will refer media representatives to the crisis center or designated spokesperson. When the crisis primarily affects a subordinate unit, the wing commander and PAO are available to assist units and unit PAOs and will serve as a local spokesperson as needed.

The wing commander and the wing PAO will also determine if an official statement should be prepared and released. If warranted, they will partner with the CCT to research and develop appropriate and truthful answers to specific questions that may be asked by the media and the media statement (release).

The PAO will verify all sources of information and will clear news releases with the wing commander as quickly as possible prior to public dissemination. Finally, the PAO will issue, log and document all media releases and inquiries for as long as necessary. Such reports and updates will be in person, sent via email or fax and will be posted online.

Upon termination of the crisis, the PAO will schedule a meeting of all key players to review all actions taken, document lessons learned and best practices for continuity, and provide a copy of all information to the commander and members of the CCT.

Earthquake Action Plan (Long Term Crisis)

In an ongoing crisis, such as a major earthquake, the PAO will collaborate with the CCT to disseminate appropriate basic reports to news outlets for distribution. The PAO will collaborate with relevant experts to provide Kentucky Wing membership with pertinent details on how to prevent further loss of life, inadvertently interfere with operations and emergency response efforts or panic. The membership will look to the wing commander and PAO as a trusted resource for information about the crisis.

Information will be provided via the wing website, internal Kentucky Wing emails and via news releases to the area media, as well as general internal correspondence. All documentation will be kept and concurrently send to higher HQ. The PAO will also log all media inquiries and responses and kept for one year. If necessary, the PAO will also be prepared to advise constituents on where to obtain more information from external and internal trusted experts.

Long-term Incident Command/Media Center Location Selection

The selection of an appropriate command center will be made based on the specific event and the overall response demanded by the crisis. The wing commander or higher governmental authorities will make the decision as to where the state-wide command post will be established. Depending on the length of the crisis, it may be necessary to move to another location, priority is given to CAP locations listed in the CCP. All three listed command centers has backup electrical systems regardless of the crisis since the locations have generators. Phone service may be lost during any of the crisis scenarios outlined so radio communications will be critical.

Crisis Kit Materials

The Wing Public Affairs Officer with the Wing Chief of Staff will be assigned the duty of assembling and maintaining the Crisis Communication PAO Kit. The COS will work with other members of the CCT to ensure the kit is complete, packed and available to the staff in the event of an event. If circumstances merit use of items from the Kit, the PAO must be advised that items were used. All materials will be replaced within two weeks of use. Membership lists will be updated quarterly.

- Crisis communication team contact/role list
- Potential command/media centers list
- Complete crisis contact list.
- Printed out crisis scenarios & action plans for response.
- Pre-written press releases that can be adapted as appropriate.
- Complete local unit, Wing or Region member list updated quarterly.
- Flash Drive with all of the above lists in electronic format
- Several legal pads
- Pens
- Local, city and state maps along with St. Louis and Cincinnati Sectionals
- Press badges
- Sheets of letterhead

//FOR OFFICIAL USE ONLY//

- Two-way radios/chargers
- Weather gear
- First Aid Kit
- Tarps
- Bungee Cords
- Dry erase boards/dry erase pens
- Laptop computer*
- Cell phone*/batteries
- GPS-enabled device for navigation*
- Generator*

**Some items may be too big or costly to be stored for the sole purpose of a crisis kit. If these items are not physically included in the kit, then include specific directions and processes for obtaining them quickly when they are needed.*

Contact Information by Position
Kentucky Wing Crisis Communication Plan 2021 as of 30 January 2021

Position	Name	Home/Work#	Cell#	Email
Wing Commander	Darrel Williamson	(502) 240-7297	(502) 240-7297	dwilliamson@kywg.cap.gov
Vice Commander	Bob Sobotka	(502) 365-3690	(615) 500-3946	rsobotka@jkywg.cap.gov
Chief of Staff	Mike Wendlegast	(502)231-5167	(502)7972820	mwendlegast@kywg.cap.gov
Operation	George Stinson	(513)624-8955	(513)484-9099	gstinson@kywg.cap.gov
Finance Dir.	Anthony Riegling	(502) 228-5466	(502) 594-0505	triegling@kywg.cap.gov
Emergency Services	Cory Felts	502-295-3290	502.295.3290	kclapp@kywg.cap.gov
Public Affairs	Stacy Foncannon	606-492-9987	606-425-1403	sfoncannon@kywg.cap.gov
Liaison Officer	George Stinson	(513)624-8955	(513)484-9099	gstinson@kywg.cap.gov
Safety Officer	Keith Noe	(812) 246-3301 X4419	(812) 207-5350	knoe@kywg.cap.gov
Legal Officer	Evan Jones	(859) 255-2424 x 291	(859) 582-1497	ejones@kywg.cap.gov
Comm. Officer	Chuck Milam	(270)839-5287	(270)839-5287	cmillam@kywg.cap.gov
Chaplain	William Jenkins	(502) 428-5008	(502) 428-5008	wjenkins@kywg.cap.gov
CISM	Bob Langley	(502) 829-5949	(502) 321-4413	rlangley@kywg.cap.gov

This plan will be reviewed and updated every year in the month of January. The Wing CCT members will be required to review the plan each year. The CCT should interact periodically to discuss the plan and any updates. The commander will convene these meetings. Results of the meetings and revisions of the plan are to be documented and filed with the plan. Copies of this plan should be addressed to all members listed in the plan and any other personnel who might play a role in the event of a crisis.

•DISTRIBUTION 1 Each (Electronic)

- Wing Commander
- CCT

Revised 30-January-21

//FOR OFFICIAL USE ONLY//

//FOR OFFICIAL USE ONLY//

//FOR OFFICIAL USE ONLY//