

KOIN Alert Plan

Step One: Take time to assess the situation

- When an alert comes from an official source, look at the situation from the perspective of the population you must reach.
- Ask what this particular emergency means for individuals in your group.

Step Two: Consider the level of risk for your group

- Assess the situation's immediacy and urgency.
- If the risk does not pose an immediate threat, take more time to reach your group.
- Determine if the population you are working with may change the urgency or immediacy of the situation.

Step Three: Decide how to approach your contacts

- Begin making calls or sending messages.

Step Four: Decide what extra help you may need

- Contact others who can provide extra help to your population, such as fire and rescue personnel.

Step Five: Find the best ways to reach your group

- Remember the KOIN relies on you as an expert to reach and inform your special population.