

Technical Panel  
of the  
Nebraska Information Technology Commission

**Standards and Guidelines**

**Draft Document  
30-Day Comment Period**

**Title: Emergency Information Page**

Notes to Readers:

1. The following document is a draft guideline under review by the Technical Panel of the Nebraska Information Technology Commission (NITC). This document is available in both PDF and Word versions at <http://www.nitc.state.ne.us/standards/index.html>.
2. If you have comments on this document, you can send them by e-mail to [rick.becker@nitc.ne.gov](mailto:rick.becker@nitc.ne.gov), or call 402-471-7984 for more information on submitting comments.
3. The comment period for this document ends on November 21, 2006.
4. The Technical Panel will consider this document and any comments received at their meeting on November 22, 2006. Information about this meeting will be posted on the NITC web site at <http://www.nitc.state.ne.us/>.



# Nebraska Information Technology Commission

## STANDARDS AND GUIDELINES

### Emergency Information Page

Category	<b>E-Government Architecture</b>
Title	<b>Emergency Information Page</b>
Number	

Applicability	<input checked="" type="checkbox"/> <b>State Government Agencies</b> <input type="checkbox"/> All ..... <b>Not Applicable</b> <input checked="" type="checkbox"/> Excluding Higher Education ..... <b>Guideline</b> <input type="checkbox"/> <b>State Funded Entities</b> - All entities receiving state funding for matters covered by this document..... <b>Not Applicable</b> <input type="checkbox"/> <b>Other:</b> ..... <b>Not Applicable</b>  <b>Definitions:</b> <b>Standard</b> - Adherence is required. Certain exceptions and conditions may appear in this document. <b>Guideline</b> - Adherence is voluntary.
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Status	<input type="checkbox"/> Adopted <input checked="" type="checkbox"/> Draft <input type="checkbox"/> Other: _____
Dates	Draft Version Date: October 20, 2006 Date Adopted by NITC: Other:

## **1.0 Guideline**

This guideline establishes the recommended location for an emergency information page -- where information for the general public would be posted in the event of a disaster -- on State of Nebraska agencies, boards and commissions websites.

### **1.1 Document Name**

1.1.1 The name of the document should be 'disaster.html' in all lowercase. This web page may contain links to other disaster documentation.

### **1.2 Document Location**

1.2.1 The disaster document should be placed in the top level directory of the entities website. Example –'<http://www.mydomain.com/disaster.html>'. NOT '<http://www.mydomain.com/docs/disaster.html>'

## **2.0 Purpose and Objectives**

The purpose of this guideline is to establish a standard location and document name that entities (defined in section 4) shall use to disseminate public disaster information via the Internet. This guideline does not regulate the contents of the above-mentioned disaster document itself.

## **3.0 Definitions**

### **3.1 Web Page**

A document stored on a server, consisting of an XHTML file and any related files for scripts and graphics, viewable through a web browser or the World Wide Web. Files linked from a web page such as Word (.doc), Portable Document Format (.pdf), and Excel (.xls) files are not web pages, as they can be viewed without access to a web browser.

### **3.2 Web Site**

A set of interconnected web pages, usually including a homepage, generally located on the same server, and prepared and maintained as a collection of information by a person, group or organization.

## **4.0 Applicability**

This guideline shall apply to all State of Nebraska agencies, boards and commissions.

## **5.0 Responsibility**

Compliance with this standard is voluntary but strongly recommended.