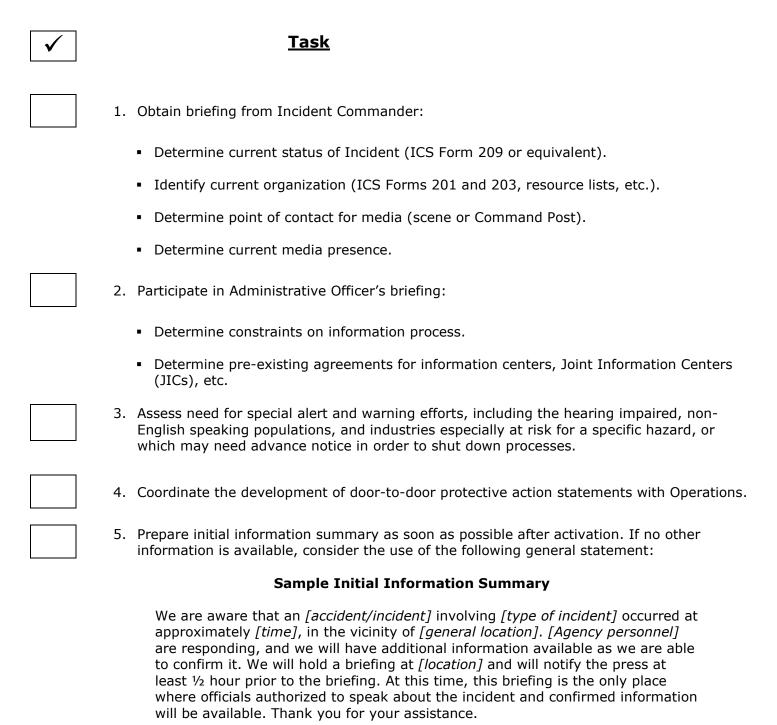
Public Information Officer Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



Public Information Officer Position Checklist

6.	Arrange for necessary workspace,	materials,	telephones,	and staff.	Consider	assigning
	Assistant Public Information Office	ers to:				

- Joint Information Center (JIC).
- Field (scene) Information.
- Internal Information.
- 7. Establish contact with local and national media representatives, as appropriate.
- 8. Establish location of Information Center for media and public away from Command Post.
- 9. Establish schedule for news briefings.
- 10. Coordinate, with Logistics, the activation and staffing of message center "rumor control" lines to receive requests and answer questions from the public. Provide statement to operators.
- 11. Obtain current incident status reports from Planning Section; coordinate a schedule for updates.
- 12. Observe constraints on the release of information imposed by the Incident Commander and according to agency guidance.
- 13. Obtain approval for information release from Incident Commander:
 - Confirm details to ensure no conflicting information is released.
 - Identify site, time for press briefings, and confirm participation by other Incident Management Team (IMT) members.
- 14. Release news to media, and post information in Command Post and other appropriate locations.
- 15. Record all interviews and copy all news releases:
 - Contact media to correct erroneous or misleading information being provided to the public via the media.

Public Information Officer Position Checklist

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16. Update off-incident agency personnel on a regular basis:

- Utilize electronic mail for agency updates.
- Establish phone line in the Command Post dedicated to internal communications to update agency personnel.
- Provide standard statement which can be given to general requests for information.
- 17. Coordinate information releases with information staff from other impacted agencies and jurisdictions:
 - Ensure that information provided to the public is consistent across jurisdictional boundaries, when appropriate.

18. Attend Planning Meetings:

Sample Planning Meeting Agenda

Agenda Item	Responsible Party
Briefing on situation/resource status.	Planning/Operations Section Chiefs
Discuss safety issues.	Safety Officer
Set/confirm incident objectives.	Incident Commander
Plot control lines & Division boundaries.	Operations Section Chief
Specify tactics for each Division/Group.	Operations Section Chief
Specify resources needed for each	Operations/Planning Section Chiefs
Division/Group.	
Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
Develop resource order.	Logistics Section Chief
Consider communications/medical/ transportation plans.	Logistics/Planning Section Chiefs
Provide financial update.	Finance/Administration Section Chief
Discuss interagency liaison issues.	Liaison Officer
Discuss information issues.	Public Information Officer
Finalize/approve/implement plan.	Incident Commander/All
	Briefing on situation/resource status. Discuss safety issues. Set/confirm incident objectives. Plot control lines & Division boundaries. Specify tactics for each Division/Group. Specify resources needed for each Division/Group. Specify facilities and reporting locations. Develop resource order. Consider communications/medical/ transportation plans. Provide financial update. Discuss interagency liaison issues. Discuss information issues.

- 19. Respond to special requests for information.
- 20. Provide all news releases, bulletins, and summaries to Documentation Unit to be included in the final incident package.
- 21. Confirm the process for the release of information concerning incident-related injuries or deaths.

Public Information Officer Position Checklist

22. Document all activity on Unit Log (ICS Form 214).