

PUBLIC INFORMATION OFFICER JOB ACTION SHEET

Position Assigned To: _____

You Report To: _____ (Emergency Incident Commander)

Command Center: _____

Telephone : (direct) _____ (extension) _____

MISSION: Provide information to the news media and public.

IMMEDIATE TASKS

- Receive appointment from Emergency Incident Commander.
- Read this entire Job Action sheet and review organizational chart on back.
- Put on position identification vest.
Identify restrictions in contents of news release information
- from Emergency Incident Commander.
- Establish a Public Information area away from E.O.C. and patient care activity.
- Ensure that all news releases have the approval of the Emergency Incident Commander.
- Issue an initial incident information report to the news media with the cooperation of the Situation-Status Unit Leader. Relay any pertinent data back to Situation-Status Unit Leader.
- Inform on-site media of the physical areas which they have access to, and those which are restricted. Coordinate with Safety and Security Officer.
- Contact other at-scene agencies to coordinate released information, with respective P.I.O.s. Inform Liaison Officer of action.

EXTENDED TASKS

- Obtain progress reports from Section Chiefs as appropriate.
- Notify media about casualty status.
- Contact Labor Pool to determine requests to be made to the public via the media.

- Direct calls from those who wish to volunteer to Labor Pool.
- Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
- Other concerns:

1. Incident Name:		2. Operational Period:	Date From:		Date To:	
			Time From:		Time To:	
3. Command and Command Staff:			7. Operations Section:			
Incident/EOC Commander (as applicable)			Chief			
Unified Command Reps (as applicable)			Deputy			
			Staging Area			
			Branch:			
Deputy			Branch Director			
Safety Officer			Deputy			
Information Officer			Division/Group			
Liaison Officer			Division/Group			
4. Organization Representatives:			Division/Group			
Organization	Name		Division/Group			
			Division/Group			
			Branch:			
			Branch Director			
			Deputy			
5. Planning Section:			Division/Group			
Chief			Division/Group			
Deputy Chief			Division/Group			
Resources Unit			Division/Group			
Situation Unit			Division/Group			
Documentation Unit			Branch:			
Demobilization Unit			Branch Director			
Technical Specialists			Deputy			
			Division/Group			
			Division/Group			
			Division/Group			
6. Logistics Section:			Division/Group			
Chief			Division/Group			
Deputy Chief			Air Ops Branch:			
Support Branch:			Air Ops Branch Dir.			
Director						
Supply Unit						
Facilities Unit						
Ground Support Unit						
Service Branch:						
Director						
Telecoms Unit						
Medical Unit						
Food Unit						
8. Finance/Administration Section:						
			Chief			
			Deputy			
			Time Unit			
			Procurement Unit			
			Comp/Claims Unit			
			Cost Unit			
9. Prepared By:						
Name:		Position/Title:		Signature:		
IAP Page: _____		Date/Time:				