

INCIDENT COMMAND PUBLIC INFORMATION OFFICER

**MABAS Division 2
Operational Checklist
#04-C**
EFFECTIVE 02/01/10
Reviewed 6/23/21

Type of Strategy: **Offensive** **Defensive**

Upon arrival, don PIO vest and report to IC for briefing

Responsibilities	<input type="checkbox"/> Obtain briefing from IC <input type="checkbox"/> Current incident status (ICS 209) <input type="checkbox"/> Determine point of contact for media <input type="checkbox"/> Determine current media presence	<input type="checkbox"/> Obtain approval for information release from IC <input type="checkbox"/> Confirm details <input type="checkbox"/> Identify site/time for press briefings <input type="checkbox"/> Confirm participation from other staff <input type="checkbox"/> Confirm who can authorize information release in absence of IC
	<input type="checkbox"/> Establish contact with media representatives, as appropriate	<input type="checkbox"/> Release news to media
	<input type="checkbox"/> Establish schedule for news briefings	<input type="checkbox"/> Coordinate information release with other city/agency/facilities/neighboring jurisdictions <input type="checkbox"/> Attend planning meetings and participate in planning process
	<input type="checkbox"/> Assess need for special alert and warning efforts <input type="checkbox"/> Method(s) <input type="checkbox"/> Special populations	<input type="checkbox"/> Confirm method(s) for release of information to affected civilians
	<input type="checkbox"/> Coordinate with LOGISTICS the activation and staffing of message center	<input type="checkbox"/> Confirm process for release of information of injured/fatalities
	<input type="checkbox"/> Obtain current incident status reports from PLANNING; coordinate schedule for updates	
	Brief Statement of Incident Action Plan	

PUBLIC INFORMATION OFFICER

RADIO DESIGNATION: PIO

CHANNEL: _____

REPORTS TO: INCIDENT COMMANDER

REPORTS TO YOU: AS ASSIGNED BY IC

