

Job Action Sheet
Public Information Officer (PIO)

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Public Information Officer: Vice-President for Communications
Alternate Public Information Officer: Senior News Editor
Reports To: Emergency Incident Commander
Public Information Officers' Telephone Number: 773-702-8358

Mission: Provide information to the news media.

Immediate

1. Read this entire Job Action sheet and review organizational chart on back;
2. Put on position identification vest;
3. Identify restrictions in contents of news release information from Emergency Incident Commander; and
4. Establish a Public Information area away from EOC.

Intermediate

1. Ensure that all news releases have the approval of the Emergency Incident Commander;
2. Issue an initial incident information report to the news media;
3. Relay any pertinent data back to Emergency Incident Commander;
4. Inform on-site media of the physical areas that they have access to and those that are restricted;
5. Coordinate with Safety and Security Officer;
6. Contact other at-scene agencies to coordinate released information, with respective PIOs; and
7. Inform Liaison Officer of action.

Extended

1. Obtain progress reports from EMT as appropriate;
2. Notify media about casualty status;
3. Observe all staff, volunteers, and patients for signs of stress and inappropriate behavior, and report concerns to Medical Director for UCOM or SCC;
4. Provide for staff rest periods and relief; and
5. Other concerns.