



Public Information Officer

You Report To: MACE Manager

Mission: Provide effective collection, control, and dissemination of public information. Coordinate All press inquiries to the POD's.

Immediate:

Action	Completed
At initial briefing, identify resources required for section operations.	
Establish communication with State PIO	
Review current information supplied by State of NH	
Establish communication with local and site PIOs or media liaisons	
Establish coordination of information and dissemination of information with media	
Follow procedures outlined in Annex A Risk Communication Plan	
Prepare initial information summary to include: <ul style="list-style-type: none"> ○ Level of public/media interest in incident. ○ Incident information and activities already underway. 	

Intermediate:

Action	Completed
Develop media statement(s) as appropriate.	
Determine media interview schedule.	
Coordinate media activities: <ul style="list-style-type: none"> ○ Make media contacts as necessary. ○ Provide media statements and answer questions as necessary. ○ Arrange guided tours for media at sites as necessary. 	
Answer appropriate media calls.	
Provide information to local information and referral services	
<input type="checkbox"/> Ensure all documents and reports are complete for section and submitted appropriately. <ul style="list-style-type: none"> ○ Media Releases. ○ Unit Logs and General Messages to Incident Commander. 	

Extended:

Action	Completed
Update and train replacement	