

CHAPTER 1 CHECKLIST

1.1 CHECKLIST USE The checklist presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary.

1.2 INFORMATION OFFICER'S CHECKLIST

- a. Contact the jurisdictional agency to coordinate public information activities.
- b. Establish single incident information center whenever possible.
- c. Arrange for necessary work space, materials, telephones, and staffing.
- d. Obtain copies of current INC-209's (Situation Status Summary Reports).
- e. Prepare initial information summary as soon as possible after arrival.
- f. Observe constraints on the release of information imposed by Incident Commander.
- g. Obtain approval for information release from Incident Commander.
- h. Release news to news media and post information in Command Post and other appropriate locations.
- i. Attend meetings to update information released.
- j. Arrange for meetings between media and incident personnel.
- k. Provide escort service to the medias and VIP's.
- l. Provide fire retardant clothing for media and VIP's (as appropriate).
- m. Respond to special requests for information.
- n. Maintain Unit Log (ICS Form 214).

CHAPTER 2 RESPONSIBILITIES AND PROCEDURES

2.1 ORGANIZATION The Information Officer, a member of the Command Staff, is responsible for the information and release of information about the incident to the news media and other appropriate agencies and organizations. The Information Officer reports to the Incident Commander (see Figure 2-1).

2.2 MAJOR RESPONSIBILITIES AND PROCEDURES The major responsibilities of the Information Officer are stated below. Following each responsibility are procedures for accomplishing the activity.

a. Identify Information Officer Activities

1. Contact the jurisdictional responsible agency to determine what other external public information activities are being performed for this incident.
2. Take actions required to establish coordination of information acquisition and dissemination activities.
3. Compile the information obtained and maintain records.

b. Establish Incident Information Center as required

1. Establish Information Center adjacent to Command Post area where it will not interfere with Command Post activities.
2. Contact Facilities Unit for any support required to set up Information Center.

c. Prepare Press Briefing

1. Identify from the Incident Commander any constraints on the release of information.
2. Select information to be released (e.g., size of incident, agencies involved, etc.).
3. Prepare material for release (obtained from Incident briefing (ICS Form 201), Situation Unit status reports, etc.).
4. Obtain Incident Commander's approval for release. (The Commander may give blanket release authority.)
5. Release information for distribution to the news media.

6. Release information to press representatives at incident information center.
7. Post a copy of all information summaries in the Command Post area and other appropriate incident locations, e.g., base, camps.

d. Collect and Assemble Incident Information

1. Obtain the latest situation status and fire behavior prediction information from appropriate Situation Unit Leader.
2. Observe incident operations.
3. Hold discussions with incident personnel.
4. Identify special event information (e.g., evacuations, injuries, etc.).
5. Contact external agencies for additional information.
6. Review the current Incident Action Plan (ICS Form 202).
7. Repeat procedures as necessary to satisfy media needs.

e. Provide Liaison Between Media and Incident Personnel

1. Receive requests from the media to meet with incident personnel and vice versa.
2. Identify parties involved in the request (e.g., Incident Commander for TV interviews, Air Operations Director for availability of helicopters for photos, etc.).
3. Determine if policies have been established to handle requests and, if so, proceed accordingly.
4. Obtain any required permission to satisfy request (e.g., Incident Commander).
5. fulfill request or advise the requesting party of inability to do so, as the case may be.
6. Upon arrival of the Incident Commander coordinate with Air Operations Director for news media flights into the incident area.

f. Respond to Special Requests for Information

1. Receive request for information.
2. Determine if the requested information is currently available and, if so, provide it to the requesting party.
3. If information is not currently available, determine if it can be reasonable obtained by contacting incident personnel.
4. Assemble desired and available information and provide it to the requesting party.

g. Maintain Unit Log

1. Record Information Officer actions on Unit Log (ICS Form 214).
2. Collect and transmit information summaries and Unit Logs to Documentation Unit at the end of each operational period.