**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.0.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:



Adapted from Emergency Incident Management Systems: Fundamentals and Applications by Louis N. Moho, Sr. Copyright 2006 by John Wiley & Sons, Inc. and Incident Management System Forms Ontario Ministry of the Solicitor General <https://www.emergencymanagementontario.ca/english/emcommunity/ProvincialPrograms/IMS/Resources/IMS_forms/IMS_forms_Annex_C.html> accessed 19-3-2021