



Public Information Officer's Checklist



Activity: Responsible for developing and releasing information about the incident to the news media, to incident personnel, and other appropriate agencies and organizations.		Date / Time Person Completing Checklist Reported to EOC:
Primary Position Responsible for this Function: Director, Public Affairs		Name of Person Completing Checklist:
Action Guideline:	Action Taken:	
Check-in and obtain briefing on situation from Emergency Operations Center Director.		
Become familiar with general organization structure and objectives for emergency situation being managed.		
Expediently disseminate accurate instructions and information to the campus community during periods of the emergency.		
Respond to media and campus community inquiries.		
Arrange details for press conferences, interviews, media briefings, and tours. Issue the limitations placed on access to campus grounds.		
Assign responsibilities to all personnel participating in public information activities, including shift arrangements [people will probably be needed 24 hours a day].		
Prepare all public information announcements specific to CSLA. Review with President and EOC Director [Vice President, Administration and Chief Financial Officer] and obtain approval prior to release.		
Coordinate with the appropriate Emergency Public Information System, including city/county office of emergency services, regional mutual aid authorities, and state and federal public information as required.		
Obtain media information and forward to EOC Director and information that may be useful to planning response [i.e., road closures, utilities data].		
Use on campus notification systems as necessary to provide information to students, faculty, and staff [i.e., electronic sign boards, networked communications, telephonic, and direct posting of written notices].		