

**CONFIDENTIAL EMERGENCY ASSIGNMENT DUTIES CHECKLIST**

Department of Education		
<b><u>PUBLIC INFORMATION OFFICER</u></b>		
<b><u>(PIO)</u></b>		
<b><u>May assign one or more assistants as needed</u></b>		
NAME	PHONE #	RADIO #
LOCATION: _____		
<b>SUPERVISED BY: INCIDENT COMMANDER</b>		
EMERGENCY TYPE		
SUBORDINATES		
TITLE	NAME	PHONE/RADIO
Assistant PIO-Staff Family Liaison		
Assistant PIO-Schools Liaison		
Media Liaison		
SUGGESTED EQUIPMENT		
*Office Supplies	* Coffee Cups	* Applicable Forms and Logs
*Radios	*Telephones	*Cellular Telephones
*Resource Lists	*Snacks	* Beverages
PRIMARY DUTIES		
The person designated by the Incident Commander as the primary contact for anyone who wants information about the incident and NDE's response to it. To provide approved information to the media. Coordinate communication with internal audiences including both incident staff and school personnel		
DUTY CHECKLIST		
	Time	Initials
Establish contact with the Incident Commander for an initial briefing		
Provide only information approved by the Incident Commander		
Assign a Media Liaison		
Establish contact with other agency PIO's to ensure accurate and non-conflicting information is shared		
Write all media statement		
Receive approval from the Incident Commander before release of media		



