**CONFIDENTIAL EMERGENCY ASSIGNMENT DUTIES CHECKLIST**

**Department of Education**

**MEDIA LIAISON**

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<tr>
<th>NAME</th>
<th>PHONE #</th>
<th>RADIO #</th>
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**LOCATION:** __________________________________________________________

**SUPERVISED BY:** PUBLIC INFORMATION OFFICER

**EMERGENCY TYPE**

**SUBORDINATES**

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<th>TITLE</th>
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**SUGGESTED EQUIPMENT**

- Office Supplies
- Radios
- Resource Lists
- Coffee Cups
- Telephones
- Snacks
- Applicable Forms and Logs
- Cellular Telephones
- Beverages

**PRIMARY DUTIES**

The person designated by the Public Information Officer (PIO) to communicate and provide approved information to the media. Responds to and records inquiries (via telephone and personal contact) from representatives of the media. Coordinates all activities of the media in the Media Center

**DUTY CHECKLIST**

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- Establish contact with the Public Information Officer for an initial briefing
- Provide only information approved by the PIO
- Establish media parking area
- Activate the Media Center
- Post a sign to identify the Media Center and restrict unauthorized personnel from entry
- Check the security of the media center before allowing admittance of media representatives
- Check all media personnel for appropriate media credentials and log them in
using the **Emergency Log**

- Review security guidelines for the Media Center
- *Media will NOT be left alone in Media Center*
- *Media representatives will remain in the Center at all times*
- *Media may return to their vehicles under escort from the building but will not be allowed anywhere else in the building with the exception of the restroom and break room for refreshments.*
- *Professionalism and courtesy are the expected behaviors*
- *Food and Coffee should be provided at Media Center*

- Supervise Media Center for appropriate conduct
- Initiate emergency log to record essential information
- Log all incoming media calls by time, date, media source, reporter and purpose of request
- Provide approved news releases to newly arriving media or telephone inquires
- Provide PIO with periodic updates and any special needs for the media
- Assist in the deactivation process by turning in all logs and records
- Return the Media Center to its initial state
- Report to the PIO for further assignments or personal debriefing
- Assist the PIO with media tours around the Department once the emergency has been resolved

**EMERGENCY INFORMATION**