

CONFIDENTIAL EMERGENCY ASSIGNMENT DUTIES CHECKLIST

Department of Education		
MEDIA LIAISON		
NAME	PHONE #	RADIO #
LOCATION: _____		
SUPERVISED BY: PUBLIC INFORMATION OFFICER		
EMERGENCY TYPE		
SUBORDINATES		
TITLE	NAME	PHONE/RADIO
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 Public Information Officer (PIO) to communicate and provide approved information to the media. Responds to and records inquires (via telephone and personal contact) from representatives of the media. Coordinates all activities of the media in the Media Center		
DUTY CHECKLIST		
	Time	Initials
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		

