Joint Information Center (JIC)

SYSTEM PLAN

**THE CITY AND COUNTY OF
BUTTE–SILVER BOW, MONTANA**

Joint Information Center (JIC)

SYSTEM PLAN

for the

THE CITY AND COUNTY OF BUTTE–SILVER BOW, MONTANA

May 2018

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I. PURPOSE.

Systems and protocols for communication timely and accurate information to the public are critical during disaster or emergency situations. This plan describes the principles and procedures to support effective emergency public information operations and is an extension of the Emergency Management Plan, Emergency Support Function 14 Emergency Public Information. The Butte – Silver Bow JIC serves as a focal point for the gathering, verifying, coordinating and disseminating of information to the public and media concerning incident response, recovery, and mitigation.

The Butte – Silver Bow Joint Information Center (JIC) is a physical location where public information officers from organizations involved in incident management activities, utilize the National Incident Management System (NIMS) to work together in conjunction with the Emergency Operation Center (EOC) and/or the incident commander to provide critical emergency information, crisis communications, and public affairs support. The Butte – Silver Bow JIC structure is designed to work equally well for large or small situations and can expand or contract to meet the needs of the incident.

II. SCOPE.

A. The Butte – Silver Bow Joint Information Center/System (JIC/JIS) will be established in conjunction with the Butte – Silver Bow Emergency Operations Center (EOC).

B. Under the Incident Command/Unified Command System (ICS/UCS), the JIC is led by the Lead Public Information Officer (Lead PIO) whose jurisdiction has authority for the incident. This should be the procedure without an EOC activation. When the EOC is activated, the JIC management may transfer to the EOC Manager who will coordinate the JIC activities. The Lead PIO has four primary responsibilities:

1. **To gather and analyze incident data.** This involves understanding how an ICS/UCS operates and developing an effective method for obtaining up–to–date information from appropriate ICS/UCS Sections.

2. **To verify information.** That is, to serve as the source of accurate and comprehensive information about the incident and the response to a specific set of audiences.

3. **To coordinate a consistent message for each incident.** This involves employing techniques for obtaining community feedback to provide response agencies with insight into community information needs.

4. **To disseminate the information to the public.** The JIC will use various communication methods to meet the goals of timeliness and effectiveness.

C. The Lead PIO is also responsible for ensuring effective information flow and meets the expectations of various audiences when multiple organizations come together to respond

to an emergency or to manage an event. The Butte – Silver Bow JIC/JIS is a centralized "communication hub" that serves to achieve communication goals of the incident.

III. PRE–INCIDENT ACTIVITIES.

A. COMMUNICATION STRATEGY.

1. A list of media agencies should be established and maintained to ensure contact information is available for the incident (Attachment A: Local Media List).

2. It is critical to identify the types of information delivery systems to the public and to use the best strategy to meet the needs of the incident. Understanding media deadlines is critical for proper JIC function. Listed below are types of delivery systems:

   - Radio
   - Television
   - Newspapers
   - Newsletters
   - Community Meetings
   - Information to Emergency Shelters
   - News Conferences
   - Internet Postings, Social media networks
   - Emergency Alert System
   - Social Media

3. Timeliness, accuracy, and knowledge of the incident assure that the media will recognize the JIC/JIS as the source of information for the incident.

4. Allowing the media access to visual images, providing a location for interviews, and providing a spokesperson to get the message out is critical to success of the operation.

B. JIC/JIS NEEDS.

1. Facilities

   - The JIC will be located at the Butte – Silver Bow Emergency Operations Center when the EOC is activated.

2. Equipment and Supplies

   - Each PIO should have ready access to a go–kit. This kit should contain tools and resources that will help the PIO complete his/her job.

- A list of items that should be found in each individual PIO's Go–Kit is listed in Appendix D: Checklists: 7 JIC Go-Kit Supply List.

- In addition to individual go–kits, there are a number of shared resources needed to operate the Butte – Silver Bow JIC. This list of JIC supplies and equipment is also available in Appendix D: Checklists: 7 JIC Go-Kit Supply List.

C. PLAN DEVELOPMENT AND MAINTENANCE.

1. Responsibility for the Butte – Silver Bow JIC/JIS Plan—including its appendices, checklists and notifications lists—lies with the Butte – Silver Bow Homeland Security and Emergency Management Agency. The plan shall be maintained and kept current on the following schedule:

    - Review and update the Butte – Silver Bow JIC/JIS Plan and its appendices every three years.

    - Resource inventories/database lists and checklists should be reviewed and updated annually.

D. TRAINING.

1. JIC Staff.

    a) PIOs staffing the JIC should, at a minimum, complete the National Incident Management System IS–702 course on Public Information Systems. The course is available online at: www.training.fema.gov.

    b) PIOs staffing the JIC/JIS should be familiar with the Butte – Silver Bow JIC/JIS Plan. To ensure knowledge of the plan, the BSBOEM will schedule trainings to acquaint agencies' staff with the JIC/JIS concepts and the Butte – Silver Bow JIC/JIS Plan.

2. Media.

    a) The BSBOEM will schedule periodic meetings with the News Managers at local media outlets. The purpose of the meetings will be to familiarize all participants with the JIC/JIS concepts and the JIC/JIS Plan, as well as contact information and websites where they will be able to find emergency information when the JIC is in operation.

    b) The BSBOEM may schedule larger newsroom trainings with the news managers to acquaint their full staffs with JIC operations and procedures.

E. **EXERCISE SCHEDULE.**

1. The JIC/JIS concepts shall be included in emergency exercises as developed.

IV. PROCEDURES.

A. **ACTIVATION.**

1. The Butte – Silver Bow Emergency Management Director or designee will make the initial decision to activate the Joint Information Center during a large–scale emergency or disaster affecting Butte – Silver Bow.

2. During the initial stages of the emergency, it is anticipated the JIC will operate in 12 hour shifts, 24 hours per day, until the Public Information Officer assigned to the incident determines it is no longer necessary.

B. **ORGANIZATIONAL STRUCTURE (CHAIN OF COMMAND).**

1. **Initial JIC.**

Joint Information Center Organization
(Scale – Initial JIC)

LEAD PUBLIC INFORMATION OFFICER		
Research Team Leader (Internal Affairs)	Media Operations Leader (External Affairs)	Logistics Team Leader
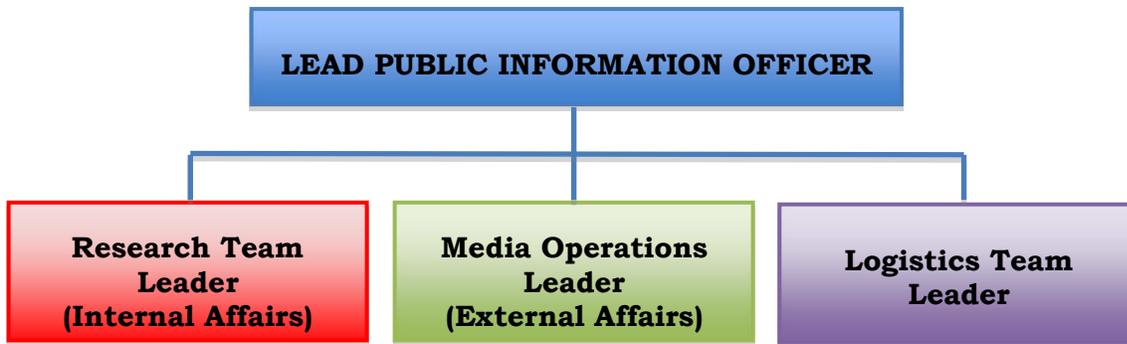
2. **Small JIC.**

Joint Information Center Organization
(Scale – Small JIC)

```
          ┌─────────────────────────────────────┐
          │  LEAD PUBLIC INFORMATION OFFICER    │
          └─────────────────────────────────────┘
                          │      ┌──────────────────┐
                          │      │ Subject Matter   │
                          │      │ Expert PIO       │
                          │      │ Assistant(s)     │
                          │      └──────────────────┘
                  ┌──────────────┐
                  │ Joint        │
                  │ Information  │
                  │ Center Manager│
                  └──────────────┘
         ┌────────────────┼────────────────┐
┌──────────────────┐ ┌──────────────────┐ ┌──────────────────┐
│ Research Team    │ │ Media Operations │ │ Logistics Team   │
│ Leader           │ │ Leader           │ │ Leader           │
│ (Internal Affairs)│ │ (External Affairs)│ │                  │
└──────────────────┘ └──────────────────┘ └──────────────────┘
```

3. **Large JIC.**

Joint Information Center Organization
(Scale – Large JIC)

```
            ┌─────────────────────────────────────────┐
            │   LEAD PUBLIC INFORMATION OFFICER        │
            └─────────────────────────────────────────┘
                         │        ┌──────────────────┐
                         │        │  Subject Matter  │
                         │        │   Expert PIO     │
                         │        │   Assistant(s)   │
                         │        └──────────────────┘
                    ┌──────────────┐
                    │    Joint     │
                    │ Information  │
                    │Center Manager│
                    └──────────────┘
         ┌───────────────┼──────────────────────┐
┌──────────────────┐ ┌──────────────────┐ ┌──────────────────┐
│  Research Team   │ │ Media Operations │ │ Logistics Team   │
│     Leader       │ │     Leader       │ │     Leader       │
│(Internal Affairs)│ │(External Affairs)│ │                  │
└──────────────────┘ └──────────────────┘ └──────────────────┘
    ┌──────┴──────┐          │
┌──────────┐ ┌──────────┐    │
│   Data   │ │ Product  │    │
│Gathering │ │   Unit   │    │
│Unit Leader│ │  Leader │    │
└──────────┘ └──────────┘    │
              ┌──────────────┼──────────────┐
        ┌──────────┐  ┌──────────┐  ┌──────────┐
        │Dissemination│ │Preparation│ │Call Center│
        │Unit Leader │  │Unit Leader│ │Unit Leader│
        └──────────┘  └──────────┘  └──────────┘
```
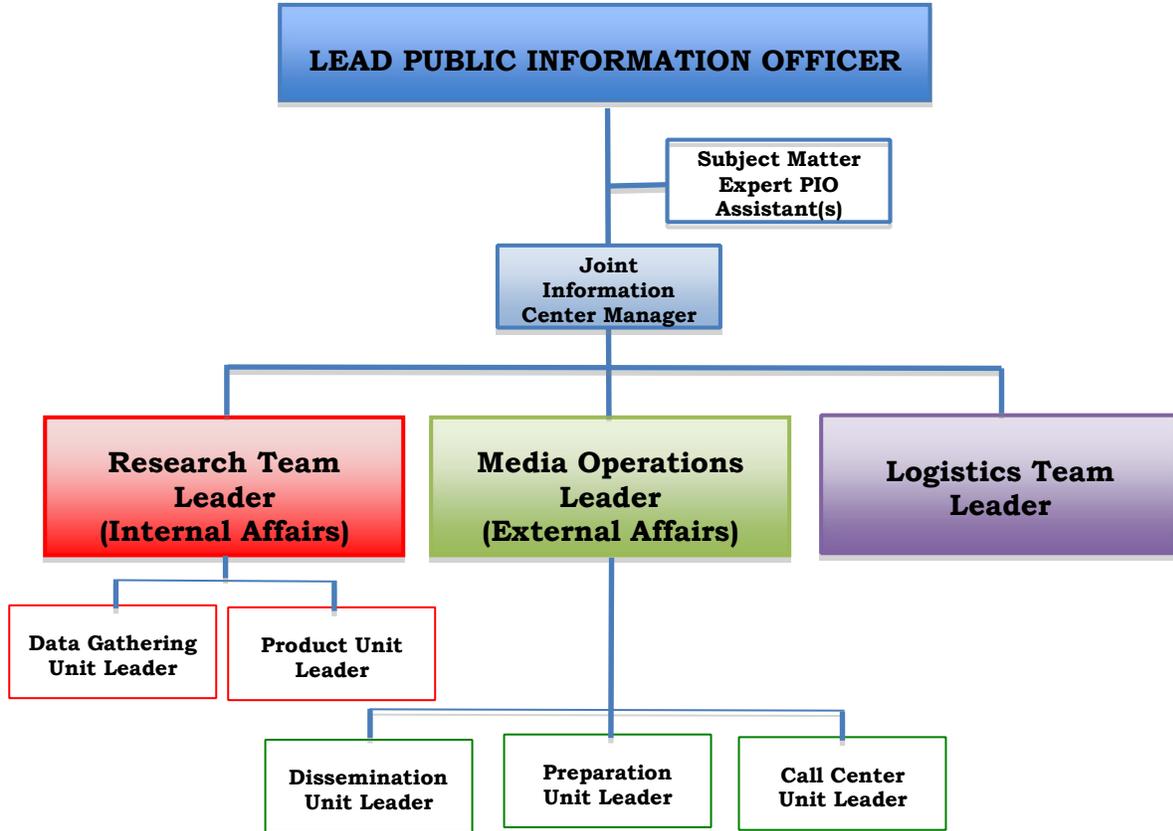
4. **Full JIC.**

Joint Information Center Organization
(Scale – Full JIC)

```
                    LEAD PUBLIC INFORMATION OFFICER
                                    |
                              Subject Matter
                              Expert PIO
                              Assistant(s)
                                    |
                                  Joint
                              Information
                              Center Manager
```

Research Team Leader (Internal Affairs)	Media Operations Leader (External Affairs)	Logistics Team Leader
Data Gathering Unit Leader	Dissemination Unit Leader	Service Unit Leader
Product Unit Leader	Preparation Unit Leader	Support Unit Leader
	Call Center Unit Leader	Training Unit Leader
	Community Outreach	
	Protocol Support	
	Field Ops Coordinator	
	Field PIO(s)	

C. JIC/JIS STAFF ROLES & RESPONSIBILITIES.

1. **Lead Public Information Officer.**

   - The lead Public Information Officer supports the information needs of the response by serving as the liaison between command and the JIC. Establishes, maintains, and deactivates the JIC. The lead PIO also represents and advises the Incident Commander on all public information matters relating to the incident.

2. **JIC Manager.**

   - The JIC Manager supervises the daily operations of the JIC. Executes plans and polices as directed by the Lead Public Information Officer. The JIC Manager provides direction to team leaders to ensure that all functions are well organized and operating effectively.

3. **Research Team Leader.**

   - The Research Team Leader ensures that all of the following are performed:

     – Gather, analyze and verify information from all parts of the JIC and Incident
     – Monitors and analyzes media
     – Display information for use in the JIC
     – Develops consistent messages for the incident and provides information documents to the Media Operations Leader for dissemination
     – Support the development and modification of communications and outreach strategy
     – Assume responsibility of JIC Manager as needed

4. **Media Operations Leader.**

   - The Media Operations Leader disseminates information to the public and ensures that all of the following are performed:

     – Prepare speakers prior to interviews
     – Conducts news conferences and town meetings
     – Sends press releases to the media
     – Provide escort services to the media
     – Develop and implements community outreach programs
     – Coordinate with Research Team to provide information support to Call Center

– Identify misinformation or rumors that may affect response (Work with Research Team)
– Oversees Call Center

5. **Logistics Team Leader.**

• The Logistics Team Leader participates in development and implementation of the JIC by providing the resources needed to accomplish the JIC goals by ensuring the following:

– Plan organization of JIC Logistics Team and assign work
– Notify team of activation
– Identify service/support needs
– Prepare and implement plan for mobilization, communication, and demobilization
– Provide all support and service requirements needed to facilitate effective and efficient JIC management
– Provide facilities, transportation, supplies, equipment maintenance, food, communication, and computers for the JIC

D. INFORMATION FLOW.

The following describes the flow of communications between the various elements of the Butte–Silver Bow Joint Information System.

1. Chief Executive's PIO.

• Provides guidance to the EOC PIO and JIC staff (when activated).
• Has final approval on all public information released on behalf of Butte–Silver Bow.

2. BSBOEM/PIO.

• Maintains two-way communications link concerning the overall operations of the EOC and the JIC (when activated).
• Facilitates coordination with Chief Executive's PIO.
• Provides management and coordination of the emergency public information process.

3. Department/Non-Governmental Organizations (NGO)/Other PIOs.

• Provide department-specific information to the JIC to be included in a coordinated Butte–Silver Bow press release.

- Issue press releases related to department-specific policies, procedures, programs and capabilities in coordination with the JIC to ensure message consistency.

4. JIC.

- Receives and analyzes public information from multiple sources.
- Issues coordinated press releases for the event on behalf of Butte–Silver Bow.
- Coordinates the dissemination of information internally to ensure that all involved Butte–Silver Bow departments are aware of messages being released from the JIC.
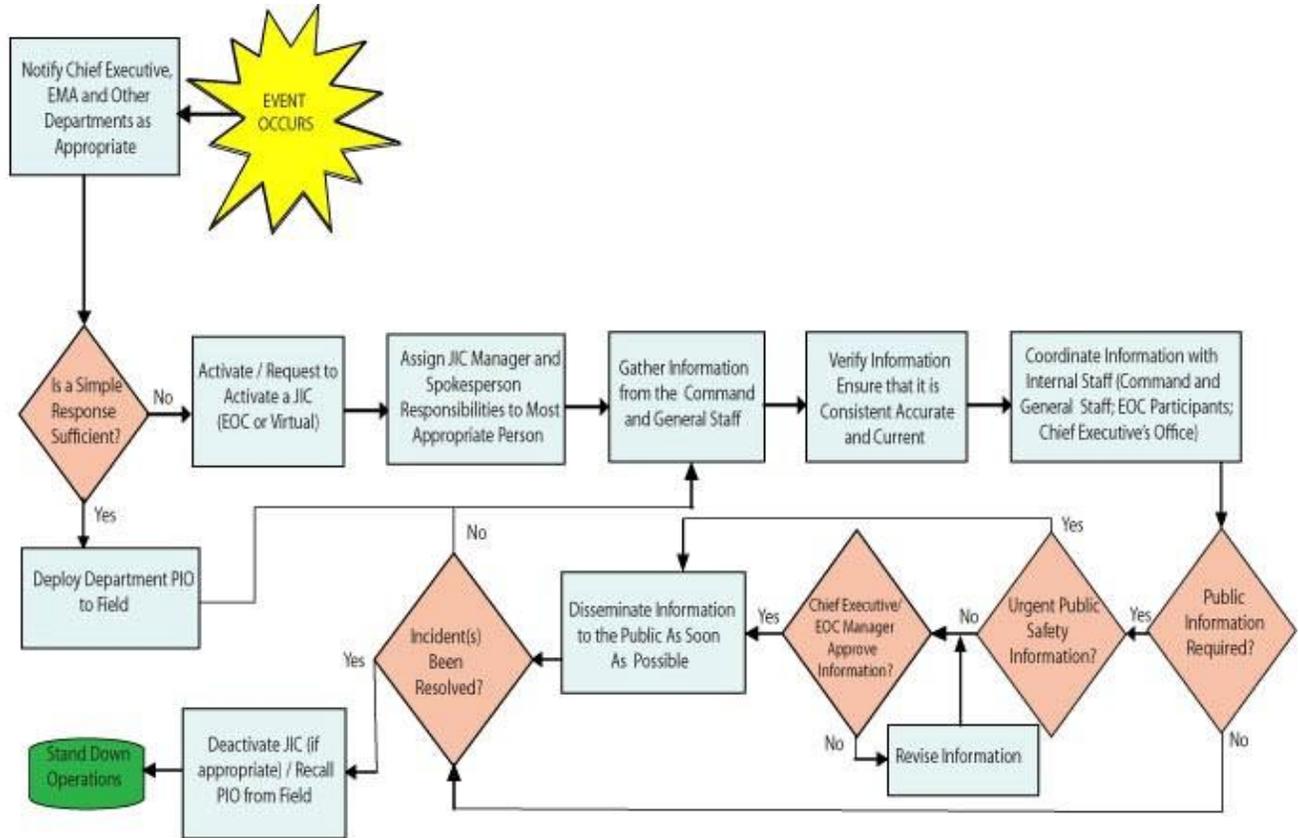
JIS Information Flow

Chief Executive/

E. DEACTIVATION.

1. The Lead PIO, with the concurrence of BSBOEM and participating agencies, will jointly decide to deactivate the JIC. All members of the JIC should be alerted. The Lead PIO will issue a news release stating the JIC is no longer operational. However, information regarding the incident can continue to be released through the Joint Information System. A contact person should be assigned for subsequent media requests.

2. Within 72 hours of deactivation, JIC staff will participate in a critique of JIC operations and submit comments to the Lead PIO. Upon deactivation, the Lead PIO will direct JIC staff to, at a minimum:

   a) Ensure all equipment and personnel are returned to pre–emergency position.
   b) Ensure all generated information is given to JIC Manager for documentation.
   c) Coordinate the critique of response actions and ensure the following are addressed:
      • Inoperable equipment.
      • Procedural inadequacy.
      • Clarity of policies.
      • Notification difficulties.
      • Other lessons learned.

   d) In analyzing performance of the JIC, the following questions may be helpful:
      • How quickly/smoothly did you activate the JIC?
      • Did people get the right information?
      • Was the information that was disseminated accurate?
      • Was it easy to understand?
      • Was it timely?
      • Did the right people get the information?
      • Were there any miscommunications/confusion?
      • Did you work effectively with the news media?

e) In analyzing the internal operations of the JIC, the following questions may be helpful:
- Did you have the equipment you needed?
- What were you lacking?
- Did you have the information you needed?
- Did the approval process work?
- Did you feel your skills were utilized?

3. JIC participants will likely want to take time to review the JIC's work products and other documentation such as: media contact logs, news clips, videos, news releases, talking points, news conference agendas, flyers, etc.

V. ATTACHMENTS.

A. JOINT INFORMATION MANAGEMENT SYSTEM PROCESS FLOW CHART.

B. JIC ORGANIZATION STAFFING AND ASSIGNMENTS.

C. LOCAL MEDIA LIST.

D. JIC POSITION DESCRIPTIONS.

E. JIC ACTIVATION CONTACT LIST.

F. FORMS

G. CHECKLISTS

Attachment (Above)
A. JOINT INFORMATION MANAGEMENT SYSTEM PROCESS FLOW CHART

Attachment

B.   JIC ORGANIZATION STAFFING AND ASSIGNMENTS

JIC POSITION	NAME OF PERSON ASSIGNED
Lead Public Information Officer	
Subject Matter Expert PIO Assistant(s)	
Joint Information Center Manager	
Research Team Leader (Internal Affairs)	
Data Gathering Unit Leader	
Product Unit Leader	
Media Operations Leader (External Affairs)	
Dissemination Unit Leader	
Preparation Unit Leader	
Community Outreach	
Protocol Support	
Field Ops Coordinator	
Field PIO(s)	
Logistics Team Leader	
Service Unit Leader	
Support Unit Leader	
Training Unit Leader	

Attachment
C.   LOCAL MEDIA LIST

MEDIA TYPE	AGENCY	LOCATION	FAX	CELL	PHONE	EMAIL	CONTACTS
T.V.	KXLF	1003 S. Montana	782-8906	498-6427	496-8451	myuill@kxlf.com	Melanie Yuill
T.V.	KXLF	1003 S. Montana	782-8906	498-3298	496-8455	lstaples@kxlf.com	Laurel Staples
T.V.	KXLF	1003 S. Montana	782-8906	490-8450	496-8400	jsherer@kxlf.com	News Dir: John Sherer
T.V.	KTVM Bozeman	201 S. Wallace, #A5	586-0554	595-0643	586-0296	gmaliska@ktvm.com	Gavin Maliska
T.V.	KTVM Bozeman	201 S. Wallace, #A5	586-0554	593-1102	586-0296	lmaschmedt@ktvm.com	Lauren Maschmedt
T.V.	KTVM Butte	750 Dewey	494-2572	595-0643		asacks@ktvm.com	Alyx Sacks
T.V.	KTVM Butte-Main	750 Dewey	494-2572	N/A	494-7603	newsroom@ktvm.com	
RADIO	KBOW/ KOPR	660 Dewey	494-7500		494-7500	mail@kbowkopr.com	Ron Davis
RADIO	KXTL 1370AM	750 Dewey	494-6020	498-3299	494-4442	cackerman@cherrycreekradio.com	Chris Ackerman
NEWSPAPER	Montana Standard	25 W. Granite	496-5551		496-5513		News. Dir:
NEWSPAPER	Montana Standard	25 W. Granite	496-5551		496-5510	mtstandard.com	
NEWSPAPER	Montana Standard	25 W. Granite	496-5551	498-5077	496-5572		
NEWSPAPER	Montana Standard	25 W. Granite	496-5551		496-5511		
NEWSPAPER	Butte Weekly	32 S. Main	782-3754		782-3820	butteweekly@onewest.net	

B. JIC POSITION DESCRIPTIONS
If a role within your area is not delegated to someone, it becomes your responsibility.

1. Lead Public Information Officer (PIO)

Topic	Description
Activation Level:	All JIC Scales
Primary Duty:	Supports the information needs of the response. Establishes, maintains, and deactivates the JIC. Represents and advises the Incident Commander on all public information matters relating to the incident.
Supervises:	Joint Information Center Manager
Reports To:	Incident Commander or EOC Manager if EOC activation
	Ensure that all of the following are performed: • Support the communication needs of the Incident Commander/EOC • Appoint the JIC Manager • Oversee JIC operations • Gather incident data • Inform the community • Coordinate information exchange (external and internal) • Coordinate with Command Staff Liaison Officer • Develop JIC Action Plans (mobilization, communication, demobilization) • Maintain Unit Log (ICS Form 214)

2. Subject Matter Expert/PIO Assistant

Topic	Description
Activation Level:	All Scales except for Initial JIC
Primary Duty:	Ensures technical accuracy of information associated with a specific hazard. Could be an individual from within the EOC.
Supervises:	NA
Reports To:	Lead Public Information Officer (PIO)
Tasks & Responsibilities:	• Ensures technical accuracy of hazard information • Recommends protective actions for hazard exposure • Provides perspective on impact of hazard • Maintain Unit Log (ICS Form 214)

Assignment Prerequisites:	Personnel are assigned to this position based on knowledge and responsibility for a hazard.

3. Joint Information Center (JIC) Manager	
Topic	**Description**
Activation Level:	All Scales except for Initial JIC
Primary Duty:	Supervises the daily operations of the JIC. Executes plans and polices as directed by the Lead Public Information Officer. Provides direction to team leaders to ensure that all functions are well organized and operating effectively.
Supervises:	Research Team Leader, Media Operations Leader, Logistics Team Leader
Reports To:	Lead Public Information Officer (PIO)
Tasks & Responsibilities:	Ensure that all of the following are performed: • Assume all responsibilities of the Lead PIO, as needed • Supervise all operational and administrative activities, including staffing and inter–office communication • Ensure proper setup of JIC • Oversee all operations of the JIC • Establish internal communication procedures • Set staff work hours and daily operating schedule • Ensure accounting for all costs • Ensure JIC functions are well organized and operating effectively • Edit and obtain approval from the Lead PIO for news releases and other for–release documents. In absence of the Lead PIO, release information per the Unified Command. • Assign and train primary and alternates for each JIC position/role • Maintain Unit Log (ICS Form 214)

INTERNAL AFFAIRS BRANCH – RESEARCH TEAM – INFORMATION GATHERING

4. Research Team Leader (Internal Affairs)	
Topic	**Description**
Activation Level:	All Scales – In initial JIC the position is Research Team Assistant and Exercises No Supervision
Primary Duty:	Supervises the Research Team.
Supervises:	Research Team (Data Gathering Unit Leader and Product Unit Leader)
Reports To:	JIC Manager
Tasks & Responsibilities:	Ensure that all of the following are performed: • Gather, manage, and analyze information from all parts of the JIC and Incident • Monitors and analyzes media • Display information for use in the JIC • Establish and implement systems to manage the flow of information • Support the development and modification of communications and outreach strategy • Support the development of materials needed to support VIP visits to the incident site • Assume responsibility of JIC Manager as needed • Maintain Unit Log (ICS Form 214)

5. Data Gathering Unit Leader (Internal Affairs)	
Topic	**Description**
Activation Level:	Medium, large, and full JIC
Primary Duty:	Manages the information gathering responsibilities of the JIC.
Supervises:	Data Gathering Unit (Data Gathering Unit Assistant and Media Monitoring Unit Leader)
Reports To:	Research Team Leader

Tasks & Responsibilities:	Ensure that all of the following are performed: • Gather information about the incident and displays it in the JIC so that it is easily accessible to personnel answering inquiries and producing written products
	• Provide all members of the JIC with copies of news releases, fact sheets, current command messages, and talking points • Establish contacts and maintains regular time to pick up information from all branches of the ICS/UCS/EOC • Maintain information boards in high traffic areas for response personnel • Respond rapidly to requests for the latest information from other units of the JIC • Maintain information boards in high traffic areas to keep the response organization informed • Monitor and analyzes the media (TV, radio, internet...) • Gather information from EOC, websites, SME's, library and other various sources • Maintain Unit Log (ICS Form 214)

6. Data Gathering Unit Assistants (Internal Affairs)	
Topic	**Description**
Activation Level:	Full JIC only
Primary Duty:	Support Data Gathering Unit Leader
Supervises:	NA
Reports To:	Data Gathering Unit Leader

Tasks & Responsibilities:	Typical Assistants
	Media Monitoring
	    • Monitor and analyze TV, radio, and internet
	Photo/Video Documentation
	    • Documents incident damage/response
	Rapid Response
	    • Public information troubleshooters
	Editorial Production
	    • Editorial quality control
	    • Maintain Unit Log (ICS Form 214)

7. Media Monitoring Unit Leader (Internal Affairs)	
Topic	**Description**
Activation Level:	Full JIC only
Primary Duty:	Monitors television, radio, and internet media for news regarding the incident.
Supervises:	Media Monitoring Unit (if applicable)
Reports To:	Data Gathering Unit Leader
Tasks & Responsibilities:	• Monitor and analyze television station broadcasts • Monitor and analyze radio station broadcasts • Monitor and analyze Internet media • Maintain Unit Log (ICS Form 214)

8. Product Unit Leader (Internal Affairs)	
Topic	**Description**
Activation Level:	Medium, large, and full JIC
Primary Duty:	Manages the information gathering responsibilities of the JIC.
Supervises:	Product Unit (Product Unit Assistants)
Reports To:	Research Team Leader
Tasks & Responsibilities:	• Produce media advisories • Produce public service announcements • Produce written news releases • Obtain approval for all releases, announcements, and news releases • Produce fact sheets • Produce presentations and displays • Produce JIC staffing and organization charts • Produce rosters (staff, visitors, speakers) • Maintain Unit Log (ICS Form 214)
Assignment Prerequisites:	Personnel should be able to type, operate a variety of computers and software, work quickly, and accomplish tasks with only initial direction, and function efficiently in a high stress environment.

9. Product Unit Assistant(s) (Internal Affairs)	
Topic	**Description**
Activation Level:	Full JIC only
Primary Duty:	Supports information production
Supervises:	NA
Reports To:	Product Unit Leader
Tasks & Responsibilities:	Typical Assistant • News Release Assistant • Prepares news releases
Assignment Prerequisites:	Personnel should be able to type, operate a variety of computers and software, work quickly, and accomplish tasks with only initial direction, and function efficiently in a high stress environment.

EXTERNAL AFFAIRS BRANCH – MEDIA OPERATIONS – INFORMATION DISSEMINATION

10. Media Operations Leader (External Affairs)	
Topic	**Description**
Activation Level:	All Scales – In initial JIC the position is Media Operations Assistant and Exercises No Supervision
Primary Duty:	The Media Operations Leader interacts with stakeholders; monitors stakeholder information needs, and distributes information in a timely and effective manner.
Supervises:	Media Operations Branch (Call Center Leader, Preparation Unit Leader, Dissemination Unit Leader)
Reports To:	JIC Manager

Tasks & Responsibilities:	Ensure that all of the following are performed: • Prepare speakers prior to interviews • Conducts news conferences and town meetings • Review print and electronic news clips and analysis • Provide escort services to the media • Provide escort service in coordination with the Liaison Officer as needed for community and distinguished visitors
	• Develop and implements community outreach programs • Provide protocol support to the Liaison Officer • Coordinate with Research Team to provide information support to Call Center • Monitor and maintain audience and stakeholder relations • Support agency and team coordination • Identify misinformation or rumors that may affect response (Work with Research Team) • Maintain Unit Log (ICS Form 214)

11. Call Center Leader (External Affairs)	
Topic	**Description**
Activation Level:	Medium, large, and full JIC
Primary Duty:	The Call Center Leader Unit Leader/Assistant(s) manage information in a timely and effective manner.
Supervises:	Call Center Unit (if applicable)
Reports To:	Media Operations Branch Leader

Tasks & Responsibilities:	• Establishes and staffs call center with support from Service Unit • Produce detailed accounts of calls, including name and organization, phone number, nature of inquiry, and results (Use Joint Information Center Query Record) • Maintain a comprehensive and current media log containing date, name of PIO responding, reporter, action taken, nature of inquiry, and contact information (Use Joint Information Center Query Record) • Staff the phones with people able to answer calls, possibly in more than one language, from local, state, national and international media, community and government entities • Record questions that cannot be answered immediately and call back with the answers as found • Respond to routine inquiries using talking points, speaker preparation, news releases, and fact sheets. Follow up faxed news releases with calls to the media. • Provide a detailed list of volunteers that call into the JIC, including name, phone number, and nature of their offer (skills, food donation, availability, etc.) to the volunteer coordinator • Coordinate with Research Team to provide information support to Call Center • Coordinate and gather detailed information about other relevant call centers
	• Maintain Unit Log (ICS Form 214)
Assignment Prerequisites:	Personnel selected for this position should have experience interacting directly with the media, should be able to speak clearly and concisely, be able to accomplish tasks with only initial direction, and function efficiently in a high–stress environment.

12. Preparation Unit Leader (External Affairs)	
Topic	**Description**
Activation Level:	Large and full JIC
Primary Duty:	Manages special services required by the JIC, such as speaker training, media analysis, and on–site escorts. Coordinates with Logistics Service Unit.
Supervises:	Preparation Unit (Preparation Unit Assistant, Protocol Support Assistant, Field Operations Coordinator, Community Outreach Officer)
Reports To:	Media Operations Leader

Tasks & Responsibilities:	Ensure that all of the following are performed: • Prepare all spokespersons prior to interviews • Provide escorts to the field and ICP for the media, community, and distinguished visitors • Analyze information gathered through news clips, telephone conversations, town meetings, and news conferences • Prepare for news conferences and town meetings • Compile incident–related news information • Monitor and maintain audience and stakeholder relations (Work with Media Monitoring Unit) • Develop and implement community outreach programs • Provide protocol support to the Liaison Officer • Coordinates with Logistics Service Branch • Maintain Unit Log (ICS Form 214)
Assignment Prerequisites:	Personnel selected for this position should possess extensive media relations, crisis response, and ICS experience, and have demonstrated skills in interacting with the public and media. Personnel should also have good interpersonal skills, communication experience, the ability to accomplish tasks with only initial direction and function efficiently in a high stress environment. Personnel selected for these positions should possess experience in public affairs, crisis response, JIC Operations, management, as well as have demonstrated skills interacting with the public and media.

13. Protocol Support Assistant (External Affairs)	
Topic	**Description**
Activation Level:	Full JIC only
Primary Duty:	The Dissemination Unit Leader/Assistant(s) distributes information in a timely and effective manner.
Supervises:	NA
Reports To:	Preparation Unit Leader

Tasks & Responsibilities:	• Coordinate protocol activities and concerns with the Liaison Officer • Ensure escorts are available and scheduled in support of the Liaison Officer • Ensure briefing packets are available to both escorts and the Liaison Officer for Congressional and VIP visits • Inform appropriate federal, state, and local stakeholders of response activity • Compile incident casebook • Maintain Unit Log (ICS Form 214)
Assignment Prerequisites:	Personnel selected for this position should possess public affairs, crisis response, and ICS experience, as well as have demonstrated skills in interacting with the public and people from other agencies. Personnel should also have good interpersonal skills, risk communications experience, the ability to accomplish tasks with only initial direction, and function efficiently in a high–stress environment.

4. Field Operations Coordinator (External Affairs)	
Topic	**Description**
Activation Level:	Full JIC only
Primary Duty:	Coordinator and JIC point of contact for Field PIOs. Serves as the front line for JIC operations, works directly with the media and provides PIO field support. Gathers firsthand information about incident.
Supervises:	Field Operations Unit (Field PIOs)
Reports To:	Preparation Unit Leader
Tasks & Responsibilities:	• Establish reporting procedures for Field PIOs • Coordinates with Logistics to acquire communication equipment for reporting • Develop staffing plan • Prepare media kits and materials for Field PIOs • Assign Field PIOs to media inquiry events • Develop media outreach strategy for Field PIOs • Coordinate with Community Outreach Officer • Maintain Unit Log (ICS Form 214)

15. Field PIO (External Affairs)	
Topic	**Description**
Activation Level:	Full JIC only
Primary Duty:	Serves as the front–line PIO in the field. Works with local news media and serves as vital link to the JIC and disaster field office. Identifies critical issues and potential problems and reports to field coordinator.
Supervises:	N/A
Reports To:	Field Operations Coordinator
Tasks & Responsibilities:	• Establishes and maintains a positive, professional working relationship with the media • Conducts onsite media interviews • Provide field coordinator with media coverage on the event • Report media contacts and events regularly to Field Coordinator • Implement media outreach strategy • Maintain Unit Log (ICS Form 214)

16. Community Outreach Officer (External Affairs)	
Topic	**Description**
Activation Level:	Full JIC only
Primary Duty:	Monitor the community's concerns regarding the incident and advise the PIO about community information needs.
Supervises:	NA
Reports To:	Preparation Unit Leader
Tasks & Responsibilities:	• Determine the information needs of the community in support of the Preparation Unit Leader • Coordinate community outreach programs • Establish contact with local community influencers that can provide feedback about how the response is perceived • Determine the need for and format of town meetings • Coordinate with Field Operations Coordinator • Maintain Unit Log (ICS Form 214)

Assignment Prerequisites:	Personnel selected for this position should possess community relations, crisis response, and ICS experience, as well as have demonstrated skills in interacting with the public. Personnel should also have good interpersonal skills, risk communications experience, the ability to accomplish tasks with only initial direction, and function efficiently in a high stress environment.

**17. Dissemination Unit Leader (External Affairs)**	
Topic	**Description**
Activation Level:	Medium, large, and full JIC
Primary Duty:	Supervises the Dissemination Unit of the JIC. The Dissemination Unit Leader/Assistant(s) distributes information in a timely and effective manner.
Supervises:	Dissemination Unit (if applicable)
Reports To:	Media Operations Branch Leader
Tasks & Responsibilities:	• Determine primary newspaper, radio, and television outlets and identifies other significant outlets, e.g., Internet, etc. • Maintain a comprehensive and current media list containing points of contact, phone, pager, cellular and fax numbers, and e–mail and postal addresses • Maintain a comprehensive and current list of interested stakeholder phone and fax numbers or e–mail addresses and gives a copy to the Liaison Officer • Send written material to requestors as it is approved via fax, email, and Internet • Maintain a comprehensive and current log of information released • Promote story and feature ideas to target media • Release telephone number(s) for community volunteers and set up a recorded message after hours telling them when to call back • Maintain Unit Log (ICS Form 214)
Assignment Prerequisites:	Personnel selected for this position should have experience interacting directly with the media, should be able to speak clearly and concisely, be able to accomplish tasks with only initial direction, and function efficiently in a high–stress environment. Depending on region, bilingual personnel may be needed in this unit.

LOGISTICS BRANCH – INFORMATION COORDINATION

18. Logistics Team Leader (Logistics)	
Topic	**Description**
Activation Level:	All Scales – In initial JIC the position is Logistics Team Assistant and Exercises No Supervision In Small Scale activation, the lead agency is responsible for logistics.
Primary Duty:	Participate in development and implementation of the JIC Action Plan. Activates and supervises Branches/Units in Logistics Section
Supervises:	Logistics Team (Support Unit Leader, Service Unit Leader, Training Unit Leader)
Reports To:	JIC Manager
Tasks & Responsibilities:	• Plan organization of JIC Logistics Team and assign work • Notify team of activation • Identify service/support needs • Prepare and implement plan for mobilization, communication, and demobilization • Provide all support and service requirements needed to facilitate effective and efficient JIC management • Provide facilities, transportation, supplies, equipment maintenance, food, communication, and computers • Assign and train primary and alternates • Maintain Unit Log (ICS Form 214)

19. Support Unit Leader (Logistics)	
Topic	**Description**
Activation Level:	Full JIC only
Primary Duty:	Manages additional activities in support of public information. Provides JIC personnel, equipment, facilities, and supplies to support JIC operations
Supervises:	Support Unit (if applicable)
Reports To:	Logistics Team Leader

Tasks & Responsibilities:	• Determines and obtains resources for JIC operations • Provide audio/visual support • Provide copying support for all meetings, briefings, and distribution as necessary • Coordinate security needs with the Security Manager of the Facilities Unit in the Logistics Section • Maintain Unit Log (ICS Form 214)

20. Service Unit Leader (Logistics)

Topic	Description
Activation Level:	Activation level: Full JIC only
Primary Duty:	Manages coordination of meetings, interviews, and engagements.
Supervises:	Service Unit (if applicable)
Reports To:	Logistics Team Leader
Tasks & Responsibilities:	• Works with Preparation Unit to prepare personnel for speaker preparation, news conferences, town meetings, single media interviews, and special events • Works with Preparation Unit to schedule spokespersons for interviews with media, community, and distinguished visitors • Works with Preparation Unit to schedule designated spokesperson to receive speaker preparation prior to each interview • Advise the Information Officer and JIC Manager on times for news conferences and town meetings • Schedule field escorts in coordination with the Protocol Support Assistant • Establish a daily drive–time call–out schedule that meets local radio and television deadlines. Advises on JIC communication capabilities • Prepares JIC Plans • Works with News Desk to ensure call center is established • Set up and maintain JIC phones, faxes, copiers, computers, etc. • Ensure an equipment accountability system is established • Maintain Unit Log (ICS Form 214)

21. Training Unit Leader (Logistics)	
Topic	**Description**
Activation Level:	Full JIC only
Primary Duty:	Manages JIC training.
Supervises:	Training Unit (if applicable)
Reports To:	Logistics Team Leader
Tasks & Responsibilities:	• Provide training support prior to and during an incident • Maintain Unit Log (ICS Form 214)
Assignment Prerequisites:	Thorough understanding of all JIC processes and equipment. Personnel selected for this position should be able to accomplish tasks with only initial direction and function efficiently in a high–stress environment.

Attachment
E.   JIC ACTIVATION CONTACT LIST
Not For Public Distribution

Agency	Name	Phone	Fax	Cell/Pager	Home	E–mail

Attachment
F.   FORMS

1. ICS Form 214 Unit Log
2. Information Release Approval Form
3. Public Call Sheet
4. Media Call Sheet
5. Media Sign In Sheet
6. Media Monitoring Worksheet
7. Media Content Analysis Worksheet
8. Message Preparation Template
9. Moderator Script Worksheet
10. Situation Work Sheet

1. ICS Form 214

UNIT LOG	1. Incident Name	2. Date Prepare l	3. Time Prepared
4. Unit Name/ Designators	5. Unit Leader (Name and Position)		6. Operational Period

7. Personnel Roster Assigned

Name	ICS Position	Home Base

8. Activity Log

Time	Major Events

9. Prepared by (Name and Position)

2. JIC/JIS Information Release Approval Form

Please Keep With Draft And Original Release At All Times

❑ News Release ❑ Media Advisory ❑ Flyer

❑ PSA ❑ Fact Sheet ❑ Backgrounder

❑ Alert ❑ Talking Points ❑ Other

Document Title:

Document Prepared By:

| *Name* | *Title* | *Agency* |

Date: **Time:**

Version (circle one):

1st Draft   2nd Draft   3rd Draft   4th Draft   5th Draft

Approval Parties (please obtain approval from all applicable agencies):

	CIRCLE ONE			SIGNATURE	DATE
Lead PIO(s)	OK to release as is	Make changes and release	Make changes and reroute		
	OK to release as is	Make changes and release	Make changes and reroute		
	OK to release as is	Make changes and release	Make changes and reroute		
	OK to release as is	Make changes and release	Make changes and reroute		
	OK to release as is	Make changes and release	Make changes and reroute		
	OK to release as is	Make changes and release	Make changes and reroute		
Media Operations Team	OK to release as is	Make changes and release	Make changes and reroute		
Research Team	OK to release as is	Make changes and release	Make changes and reroute		

3. Public Call Sheet

Date: _____   **Time:** _____   **Call Taker:** _____

Person Calling: _____

Organization: _____

Phone Number: *(desk)* _____   *(cell)* _____

Fax Number: _____

Email Address: _____

Information Requested:

_____

_____

_____

_____

_____

Action Taken:

_____

_____

_____

_____

_____

_____

❑ Refer to (check as appropriate)

     o   Agency PIO (name and agency) _____

     o   JIC Information Coordinator _____

❑ Complete

4. JIC/JIS Media Call Sheet

Date: _____ **Time:** _____ **Call Taker:** _____

Media Outlet: _____

Reporter: _____

Phone Number: *(desk)* _____ *(cell)* _____

Fax Number: _____

Email Address: _____

Information Requested:

_____

_____

_____

_____

Action Taken:

_____

_____

Refer to (check as appropriate)

o   Agency PIO (name and agency) _____

o   JIC Information Coordinator _____

❑   Complete

5. Media Sign–In Sheet

CHECK–IN SHEET	INCIDENT NAME:		DATE:	
AGENCY	**NAME**	**DATE/ TIME**	**CONTACT #**	**EMAIL ADDRESS**

6. Media Monitoring Worksheet

DATE	TIME	MEDIA OUTLET	REPORTER	REPORTER DETAILS	TONE OF COVERAGE

7. Media Content Analysis Worksheet

Date of News: _____   **Name of Monitor:** _____

Media Outlet Name: _____   **Broadcast Times:** _____

Reporter: _____

Coverage Synopses:

_____

_____

_____

Issues: _____

_____

Inaccuracies: _____

_____

View points: _____

_____

Corrections: _____

_____

Who notified of discrepancies: _____

_____

_____

8. Message Preparation Template

Prepare a statement of commitment, empathy or concern to use as an introduction. Put yourself into the shoes of your audience and address what they are most concerned about.

> *Example:* "Before I give you an update of the incident, I'd like to say our number one concern is the safety of the community." or "The most important objective in our operation is ensuring a resolution to this situation as soon as possible."

NOTE: From this point on, sentences should be short – seven to 12 words in length.

Prepare one to three key messages you want to address and incorporate them into a bridge between the sentence above and the body of your statement.

> *Example:* "Precautionary vaccination is the best course of events and we're starting clinics later today."

Clarify facts and give a call for action.

Who

_____

What

_____

Where

_____

When

_____

Why

_____

How

_____

What we don't know: _____

Explain process to get answers: _____

Repeat statement of commitment: _____

Give referrals: _____

_____

Next scheduled update _____

Finally, check your message for the following:

- Positive action steps   • No jargon
- Honest/open tone   • No judgmental phrases
- Applied risk communication principles   • No humor
- Clarity   • No extreme speculation
- Simple words, short sentences

9. Moderator Script Outline

Welcome to today's (this morning's/tonight's) news conference.

My name is _____

We will be presenting information on: _____

With us today are:

_____

We will begin today with brief statements by representatives of the Unified Command. Then we will open the floor to your questions.

Because of the on–going response needs, we will be available for _____ minutes today.

Our next informational update will be provided at _____.

Following the news conference, staff of the Joint Information Center staff and I will try to help you with any further needs.

10. Situation Worksheet

Received From:		**Incident Name:**
Dept./Agency		**Date/Time:**
Contact Name:		
Radio:		**Phone:**
Area Involved:		

Number Injured or Deceased:

Number and type of special facilities (shelters, donation centers, etc.)

Road Status (closure, evacuation routes, etc.)

Status of Dept./Agency, mutual aid availability:

Shortages of critical resources and unfilled orders for critical resources:

Homes, infrastructure, watersheds, etc. threatened by incident:

Dept./Agency problems and/or concerns:

G. CHECKLISTS

1. News Conference Checklist.
2. JIC/JIS Manager Daily Checklist.
3. JIC/JIS Staff Meeting Checklist.
4. Lead PIO Daily Checklist.
5. Town Meeting Checklist.
6. JIC/JIS Equipment Checklist.
7. JIC Sample Go Kit Supply Checklist.

1. News Conference Checklist

Facilities

Conduct a walk–through before the event and the morning of the event.

- ❑ Site satisfactory
- ❑ Space adequate
- ❑ Security available, if needed.
- ❑ Accessible for physically disabled
- ❑ Parking available
- ❑ Outdoors grounds in good condition
- ❑ Visuals identified

Equipment

Test equipment before and on the day of the event. Allow time for replacement and know who to contact about equipment problems.

- ❑ Microphone/amplifier
- ❑ Podium
- ❑ Platform/stage
- ❑ Acoustics
- ❑ Visual aids (equipment, screens, easel, charts, etc.)
- ❑ Heat/air (where controls are/how to adjust them if necessary)
- ❑ Video/audio recording equipment, including multi box
  - ❑ Signage
  - ❑ Tables
  - ❑ Chairs
  - ❑ Table cloths
  - ❑ Logo (s)
  - ❑ Timer

Materials

These should all be prepared in advance.
_____Sign–in sheets–name, address, phone numbers, email address, affiliation

- ❑ Name tags
- ❑ Tent cards for press conference participants if needed
- ❑ Posters
- ❑ Press kits–have them available at the sign in table for press
- ❑ Pads and pencils
  - ❑ Seating arrangements
  - ❑ Registration table –one for press and one for guests
  - ❑ Participant materials–press kits, releases, etc.
  - ❑ Agenda

Staffing and Set–up

Your staff should be professionally dressed and wearing name tags.

- ❑ Speakers
- ❑ Staff on hand and in place–station the greeter(s) appropriately
- ❑ Refreshments/ Water
- ❑ Photographer

Before the Conference
- ❏ Find credible spokespersons
- ❏ Develop key messages
- ❏ Choose an appropriate date
- ❏ Choose a convenient time
- ❏ Identify a site
- ❏ Write a media advisory
- ❏ Develop a media list
- ❏ Fax the media advisory
- ❏ Have your materials prepared
- ❏ Have the site of the conference well to prepared   the VIPs who attended
- ❏ Send information to 211 media who were unable to attend

Day of the Conference
- ❏ Review key messages and news conference agenda prior to conference
- ❏ Meet members of the press
- ❏ PIO should introduce the speakers
- ❏ Start promptly
- ❏ Have additional people available to answer questions if needed

After the Press Conference
- ❏ Consider sending thank you notes
- ❏ Distribute the press kit to key Monitor the press coverage

When to Hold a Press Conference

There are times when a press conference or media event is the best way to broadly deliver important information about your program to the press. They offer the potential for reaching multiple reporters from the broadcast, print, and trade press at a single event. Press conferences can be efficient and exciting. They heighten interest in the story and may even reinforce the natural competitiveness of the press, increasing the prospects of your story being covered. Consider the following points in deciding if you should hold a press conference:

- Is your story newsworthy, timely, and of interest to news–reporting organizations?

- Are there alternative means of delivering your message that would be equally or more effective?

- Does the press conference offer reporters special advantages, such as interesting visuals and hearing directly from experts, key officials, and other important figures?

Successful press conferences invariably involve a great deal of staff time and should not be undertaken without good reason. Even with a strong topic and story, it is not easy to secure press attendance

How to Prepare Your Spokesperson for the Event

It is good practice to have a primary spokesperson for your issue. That person should be well prepared for the event and ready to answer reporters' questions. To help your spokesperson:

- Develop a brief statement – under 10 minutes is a good rule–of –thumb – and a set of "talking points" that focus on your key messages.

- Consider using visual aids such as poster–size charts or overheads. If you produce visuals, they should be clear and easily understood, and visible from any point in the press area.

- Anticipate questions and prepare clear, brief answers.

- Provide the statement, "talking points," and Q&As to your spokesperson and anyone else who might be answering questions. (Note: Do not disturb talking points or Q&As; they are for internal use only.)

- Schedule a rehearsal. You may want to have several people there to give it the feel of the actual event, and you may want to videotape it to assess and improve the presentation.

- Decide how questions will be handled. If more than one person in involved in the presentation, it is a good idea to have a moderator who is knowledgeable about the participants and can call on the best person to answer each question.

Before the News Conference

- Find credible spokespersons who will work with PIO/JIC to develop key messages.

- Choose an appropriate date for the press conference. Make sure your conference doesn't coincide with another news conference or community event.

- Choose a convenient time for the press. The best time to schedule a news conference is 10:00 a.m. This allows time in the morning for the assignment editor to review the story options for the day and to assign a reporter to your event. Remember, TV and radio producers need time to edit the story for broadcast, and newspaper reporters need time to write. That's why the morning hours are preferable.

- Identify a site for your news conference. Consider parking, security, and photo op needs. Remember that TV tells its story in pictures, so make your site as visually appealing as possible.
- Write a media advisory using the "who, what, where, when and why" basics. Keep it brief — a media advisory is not a press release. Include crucial information such as directions, a map, where to enter the building, parking instructions, and what will be addressed at the news conference.
- Fax and/or email the media advisory to your list of journalists. Fax it as early as two days before the event, then follow up with a phone call to confirm that it has been received by each newsroom. Fax it again the day before and the morning of the event. Be vigilant about making follow–up calls to sell your story to the assignment editor.
- Have your materials prepared and ready to be distributed to the attendees. You should include a press release, a fact sheet and/or brochures, information on your organization, photos, graphs, charts.
- Have the site of the conference well prepared. Post signs or other visuals in advance, if possible. Also, post directional signs to guide journalists to the site.

The Day of the Press Conference

- Review your logistics and the instructions above. Arrive at least an hour ahead of time if possible.
- Meet members of the press as they arrive. Take down their names and phone numbers and give each of them a press kit, agenda, general information and a press release.
- Start the news conference no later than five minutes after the announced time. Have the speakers present and allow some time for questions and answers. Have the PIO facilitate the Q and A session.

Moderator Script Outline

Review and complete Form – Moderator Script Worksheet.

2. JIC/JIS Manager Daily Checklist

- ❑ Receive briefing from off–going shift;

- ❑ Develop and monitor information operations in support of overall response efforts;

- ❑ Maintain high level of understanding of current situation and response operations by attending unified command post briefings or briefing with lead agency PIO;

- ❑ Ensure information is being provided to the public and all other stakeholders;

- ❑ Monitor any request identified by the unified commander of JIC as "special" (e.g., VIPs, special interest, local issues);

- ❑ Ensure necessary work space, materials, equipment and personnel are available or requested;

- ❑ Ensure appropriate and timely communications are maintained by the JIC with government, community and media throughout the response;

- ❑ Ensure all the hard work done by yourself and the members of the JIC is well documented and delivered to the appropriate places;

- ❑ Complete daily log;

- ❑ Gather staff time sheets, review and submit.

3. JIC/JIS Staff Meeting Checklist

Date: ____ / _____ / _____   **Time:** _____:_____

Staff Member	Accomplishments or Assignments
1. Lead PIO	
2. PIO Assistant	
3. JIC Manager	
4. Research Team Leader	
5. Media Operations Leader	
6. Logistics Team Leader	
7. Data Gathering Unit Leader	
8. Call Center Leader	
9. Dissemination Unit Leader	
10. Field PIOs	

4. Lead PIO Daily Checklist

❑ Receive briefing from off–going shift;

❑ Develop and monitor information strategies in support of overall response efforts;

❑ Monitor JIC's activities to ensure information strategies are being followed;

❑ Maintain high level of understanding of current situation and response operations by attending unified command post briefings;

❑ Ensure public affairs people in field are given assignments;

❑ Receive approval from unified commander on all information released from the JIC;

❑ Ensure staff in JIC work with the necessary people to obtain the most current information;

❑ Provide unified commander with timely information about external perceptions, concerns and needs regarding the incident and response;

❑ Ensure the speakers for news briefings are well–prepared by the JIC beforehand;

❑ Ensure all the hard work done by yourself and the members of the JIC is well documented and delivered to the appropriate places;

5. Town Meeting Checklist

The following checklist should be used in setting up town meetings. Personnel from several units of the JIC (e.g., Lead PIO, Research, Logistics) will play some role in conducting this activity. Risk communication principles note exhibit hall–type town meetings are far more successful than traditional question and answer–type sessions. The PIO Assistant, with input from others, should coordinate for displays, as well as speakers to staff them. The media should be invited to town meetings.

1. Select the appropriate time for the exhibit/town meeting. NOTE: The end of the working day is best, although this may conflict with media newscasts. Tuesday and Thursday have proven to generate greater attendance.

2. Select an appropriate meeting format, i.e., open house, audio/visual presentation, panel discussion.

3. Select and schedule an appropriate location. NOTE: The location should be easily accessible, with plenty of parking, power and minimal background noise. Provide signage to the specific room.

4. Notify the community of the event with adequate advance notice.

5. Set up exhibits, schedule and conduct speaker preparation and give any assistance with materials for exhibits.

6. Appoint a town meeting moderator, usually the Lead PIO.

6. Joint Information Center Equipment Checklist

Items From Storage

- ❑ Batteries,replacementsforall equipment (AAA, AA, 9–volt, C, D, camera)
- ❑ Binder clips, various sizes
- ❑ Binders (3–ring)   with   dividers, several
- ❑ Clipboards
- ❑ CD's or memory sticks (flash/thumb drives)
- ❑ Dry erase markers and eraser
- ❑ Easels
- ❑ Extension cords with three prongs, 4 20–foot
- ❑ File folders
- ❑ Flip chart paper, 4 pads
- ❑ 3–hole punch
- ❑ JIC forms – hard and electronic copies
- ❑ Name tags

- ❑ Paper clips
- ❑ Paper pads
- ❑ Pens/pencils
- ❑ Printer paper – six reams, 4 white, 2 colored
- ❑ Push pins
- ❑ Radio, AM/FM
- ❑ Radios – Two– way
- ❑ Staplers, several, with extra staples
- ❑ Scissors
- ❑ Tablets Tape – clear, masking, blue (painter's), duct
- ❑ Time/date stamp
- ❑ TV and VCR with antenna and cable cord (preferably 4 TV's and VCR's)
- ❑ Video tapes, 10 2–hour (or recordable DVD's)
- ❑ Whiteboard

Items From IT

- ❑ Audio multi–box
- ❑ Computers, at least 1 wireless
- ❑ Computer wi–fi card
- ❑ Copier/Printer
- ❑ Copier/Printer toner and ink cartridges
- ❑ Digital cameras, still and video
- ❑ Phones: (1) number that rolls over to all phones in JIC.
- ❑ Phone and DSL cords/cables
- ❑ Power surge protectors
- ❑ Printer
- ❑ Printer cartridges, four

7. JIC Sample Go Kit Supply Checklist

Work Items

- ❑ Agency Plans, SOPs.
- ❑ Camera.
- ❑ Cell phone and charger.
- ❑ City/County Identification.
- ❑ Credit Cards, Government credit card (if Book, Sufficient Cash. ❑ Markers
- ❑ Deployment Instructions (Including
  - ❑ Paper Pads
- ❑ Functional checklist for your area of responsibility.
- ❑ Hand-carried Vital Records (Diskettes,).
- ❑ Laptop.
- ❑ Personal Identification (Photo ID Badge Driver's License, credentials and copy of professional license.
- ❑ Personnel Rosters.
- ❑ Radio; Pagers; Personal data assistants devices for communicating.
- ❑ Resources Lists/Contact Lists: PIO, Employees, Radio, Television, Newspapers, Account Executives, Child Care Facilities, Nursing Homes, Misc. Media, Hispanic Community, Bilingual, State PIO, Board of Health
- ❑ Technical/Professional Equipment.

Office Supplies

- ❑ Batteries
- ❑ Binder Clips
- ❑ Blank CDs / Thumb drives
- ❑ Blank VHS Tapes
- ❑ Extension Cords   authorized) Check
- ❑ Paper Clips directions to site).
- ❑ Pens
  - ❑ Power Strip
- ❑ Stapler and Staples
- ❑ Tape (scotch, duct, masking)

Useful Items

- ❑ 2-3 Trash Bags.
- ❑ CD Player/IPod .
- ❑ Laundry Bag/Laundry Soap. or other
- ❑ Packaged snacks or candy (7 days).
- ❑ Pen Knife.
  - ❑ Personal Address Book.
  - ❑ Personal Reading.
    - ❑ Sewing Kit (Thread, Needles, Safety Pins, Buttons).
- ❑ Stamps, Envelopes, and Stationary.
- ❑ Worship or Devotional Materials.

Personal Disaster Kit For Extended JIC Operations

- ❑ Backpack/ Bag, duffel (to put all items in)
- ❑ Bag, sleeping; pillow (and teddy bear)
- ❑ Clothes: appropriate extra items i.e.: Socks, underwear, pants, shirts, comfortable shoes, pajamas, rain coat, include a ball cap, jacket, warm clothes and shoes (air conditioning working too well in building)
- ❑ Emergency Contact list of family, friends and professional contacts
- ❑ Flashlight, spare batteries, bulbs
- ❑ Food, quick-energy, no-cook, (3) day supply
- ❑ Glasses, (extra prescription), sunglasses
  - ❑ Handkerchiefs or Tissue.

- ❑ Hygiene items, personal (toothpaste, soap, toothbrush, comb or brush, razor, toilet tissue etc.);
- ❑ Knife, pocket, multiple blade; Leatherman tool
- ❑ Maps
- ❑ Money (credit cards, cash)
- ❑ Pencil and notebook
- ❑ Personal Medications (At least 7 days preferably a 30 day supply).
- ❑ Radio, AM/FM, portable, extra batteries
- ❑ Sunglasses
- ❑ Watch
- ❑ Water, 2 quarts