SECTION 5

INCIDENT INFORMATION OFFICER

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The Incident Information Officer, a member of the command staff, is responsible for the formulation and release of information about the incident to the news media, incident personnel, and other appropriate agencies and organizations.

- ❑ Prepare initial information summary as soon as possible after arrival
- ❑ Obtain briefing from Incident Commander
- ❑ Contact the jurisdictional agency to coordinate public information activities
- ❑ Establish a single incident information center
- ❑ Arrange for necessary workspace, materials, telephones, and staffing
- ❑ Obtain copies of current ICS 209s
- ❑ Observe constraints placed on the release of information imposed by the Incident Commander
- ❑ Obtain approval for release from Incident Commander
- ❑ Attend meetings to update information releases
- ❑ Arrange for meetings between media and incident personnel
- ❑ Provide escort service to the media and VIPs
- ❑ Provide fire resistant clothing to media and VIPs as appropriate
- ❑ Respond to special requests for information
- ❑ Organize adequate staff, equipment, and facilities
- ❑ Keep informed of fire developments and control progress through planning meetings
- ❑ Keep the Incident Commander informed of any potential adverse reaction from the general public, news media, or other sources
- ❑ Regularly update the OSFM Agency Operations Center (AOC)
- ❑ Maintain Unit Log (ICS Form - 214)
- ❑ Maintain close contact with OSFM PIO

IIO'S RESPONSIBILITIES IN REPARING FOR PLANNING MEETING

1. Identify local cooperators in control effort (sheriff, emergency management, etc.)
2. Determine media interest and needs
3. Compile a list of key community contacts, concerns, and issues
4. Highlight any fire camp information needs, issues, rumors, or concerns
5. Describe IO staff on hand and roles assigned

IIO INFORMATION HANDOUTS

The following information handouts are in Section 6 (IIO Resources):

1. Evacuation Checklist
2. Fire Safety Checklist

PRESS RELEASES

A template for press releases is provided in Section 6 (IIO Resources). Coordinate press releases with the OSFM Public Information Officer or designee. OSFM public information will handle regional or statewide media distribution for you at your request.

Remember to get your Incident Commander's approval before releasing information.