

INFORMATION OFFICER CHECKLIST

INFORMATION OFFICER – During an Incident, complete this form as you implement assigned tasks.

Your name _____ Date _____ Time _____

Check-in to IC: complete _____ delayed _____ unable _____

Strategy: Evacuate Buildings _____ Evacuate and close campus _____

Shelter in place _____ Lockdown _____ Other _____

Time	Reports of Casualties or Damage? Confirmed?	FERPA check?	Fact Sheet Items approved by IC	Media/ public questions

Media	Fact Sheet sent	Questions answered	Concerns?	Media contact name, phone, email
				SBCTC communications
				Trustees
				SV Herald
				KSVR
email				
website				
broadcast				
message board				
telephone				
news release				
letters				
press conference				
KSVR				
Other				