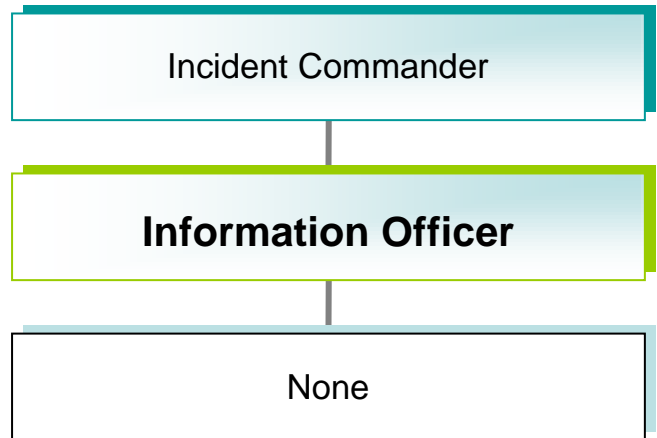


INFORMATION OFFICER RESPONSIBILITIES

INFORMATION OFFICER – The Information Officer assists the IC by helping draft communications and by acting as the point of contact with the media, public and students or employees who are not within the area affected by the emergency. Information Officer reports to the IC. As directed by the IC, provides or arranges for briefings to the media and prepares fact sheets and other information for the media or public following an emergency incident.



Complete	Information Officer Major Responsibilities
	Upon notification of Emergency Response implementation, pick up supplies and checklist
	Report to the EOC and check in with the IC. Receive briefing regarding status of emergency and planned response.
	If requested by the IC, help draft emergency communications for dissemination to personnel within the area of the emergency incident and messages for the Emergency Notification System
	Assist other members of the Command Staff to record a timeline of events, decisions and major communications.
	In coordination with Command Staff and Operations Section, prepare fact sheets for internal and external audiences as part of disseminating information to those outside the area of the incident
	Stay informed of the progress of the incident response and prepare written statements for the IC.
	Complete dissemination of information to those outside the incident area, according to the Crisis Communications Plan, and as directed by the IC.
	Monitor external media reports and update the Command Staff on the reports.
	Coordinate media briefings and information flow to the media within appropriate constraints.
	Debrief as directed.
	Submit completed activity checklist to the IC.