

Public Information Officer (PIO)

Mission: Serve as the POD spokesperson as well as the person responsible for releasing information regarding the incident to the media, other agencies, or the public in conjunction with the JIC.

Date: _____ Location: _____ Shift: _____ Reports to: POD Task Force Leader

POD Activation/Operations	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Test and verify internal and external communication devices.		
Familiarize self with other POD locations, location of JIC		
If media briefings are to occur at a different location from the JIC, ensure you know location and times of media briefings.		
Identify or request any support you may need to POD Task Force Leader.		
Identify who will be the Spokesperson for the incident and brief him/her.		
Determine overall media policy with POD Task Force Leader and communicate to staff.		
If at any time you feel unable to complete your assigned tasks, please notify the POD Task Force Leader.		

Demobilization	Time	Initial
Ensure return/retrieval of equipment and supplies and return all assigned equipment to Logistics Unit		
Submit comments to the POD Task Force Leader for discussion and possible inclusion in the AAR.		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents

- IAP
- ICS organization chart
- DOC telephone directory

Tools

- Radio
- Position identification