

Public Information Officer Checklist

PUBLIC INFORMATION OFFICER:

The Public Information Officer (PIO) is assigned to the Incident Commander and is the point of contact for all media outlets and should:

- Confer with the Family Liaison Officer regarding completion of the Critical Injury/Death and Funeral Notice
- Prepare a media release regarding the death of the member and the subsequent ceremonial arrangements (the Critical Injury/Death and Funeral Notice will assist with this)- See department media release policy
- Compose a brief biographical history of the deceased member
- Obtain an up-to-date departmental or family photograph to be used throughout the media coverage
- Manage social media sites. If the member has any social media pages, change them from open to private to prevent access to personal photographs, assist the family in managing social media as requested, and provide direction for incident social media releases,
- If the family wishes to speak directly with the media, coordinate this with the PIO,
- Arrange for media coverage of all memorial events in accordance to the family wishes,
- Submit all documents to the Planning Section prior to the debriefing.