

## Tribal Emergency PIO

### Position Log

Incident Name		Date Prepared	
Name		Contact #	
Shift Start		Shift End	Op Period

### Functional Checklist

Organization	
Primary	Tribal Elders Director
Potential Alternate(s)	Social Services Director Education Administrator Tribal Public Affairs (if can act in PIO role)
Supervisor	EOC Manager
Overview	<ul style="list-style-type: none"> <li>● Prepares and disseminates emergency public information</li> <li>● Work with Tribal Council staff and Tribe's Public Affairs consultant</li> <li>● Support ESF-15 External Affairs and Public Information</li> <li>● Keeps Tribe informed on a timely basis during a threatened or actual emergency through use of all media and means available</li> <li>● Maintains relations with media representatives and holds periodic media releases and conferences, as necessary</li> <li>● Controls and responds to rumors</li> </ul>
Description	The Tribal Emergency Public Information Officer is the contact point for all media inquiries and releases appropriate information about the emergency to the Tribe, other governments, and the public.
Responsibilities	<ol style="list-style-type: none"> <li>1. Work with the Tribe's Public Affairs consultant to serve as the coordination point for all media releases for the Tribe. Represent the Morongo Band of Mission Indians EOC as the lead Tribal Public Information Officer (PIO).</li> <li>2. Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs, and other vital information.</li> <li>3. Coordinate media releases with Public Information Officers representing other affected emergency response agencies within the area as required.</li> <li>4. Develop the format for media conferences, in conjunction with the Tribe's Public Affairs component.</li> <li>5. Maintaining a positive relationship with the media representatives.</li> </ol>
Forms and Job Aids	<ul style="list-style-type: none"> <li>○ Media and external affairs plans</li> <li>○ ESF - 15 External Affairs and Public Information annex</li> </ul>

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Checklist - Activation Phase	<ul style="list-style-type: none"><li>○ Upon arrival at the EOC check in at the designated check in location.</li><li>○ Identify yourself as the Public Information Officer (Red Vest).</li><li>○ Check in with the EOC Manager and receive a brief.</li><li>○ Check in with Public Affairs and Tribal Council staff.</li><li>○ Establish and maintain a position log that chronologically describes your actions taken during your shift.</li><li>○ Contact outside and supporting agency PIOs.</li><li>○ Obtain policy guidance from the EOC Director with regard to media releases.</li></ul>
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<p>Checklist - Operational Phase</p>	<ul style="list-style-type: none"> <li>○ Keep the EOC Manager advised of all unusual requests for information and of all major critical or unfavorable media comments.</li> <li>○ Recommend procedures or measures to improve media relations.</li> <li>○ Coordinate with the Situation Status Unit and Intelligence Unit to identify methods for obtaining and verifying significant information as it is developed.</li> <li>○ Attend all briefings and meetings to coordinate information flow and stay abreast on known situation.</li> <li>○ Develop and publish a media briefing schedule, to include location, format, and preparation and distribution of hand-out materials.</li> <li>○ Implement and maintain an overall information release program.</li> <li>○ Establish a Media Information Center, as required, providing necessary space, materials, telephones, and electrical power.</li> <li>○ Prepare the initial information summary as soon as possible after arrival.</li> <li>○ Maintain up-to-date status boards and other references at the media information center.</li> <li>○ Provide adequate staff to answer questions from members of the media.</li> <li>○ Interact with other governmental EOC PIOs and obtain information relative to public information operations.</li> <li>○ Develop content for emergency notification systems.</li> <li>○ Monitor news and alert systems as necessary.</li> <li>○ In coordination with other EOC sections and as approved by the EOC Manager, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.</li> <li>○ Prepare briefings for the Policy Group and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.</li> <li>○ Ensure that a rumor control function is established to correct false or erroneous information.</li> <li>○ Ensure that adequate staff are available at incident sites to coordinate and conduct tours of the disaster areas.</li> <li>○ Provide appropriate staffing and telephones to efficiently handle incoming media and public calls.</li> <li>○ Prepare, update, and distribute a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.</li> <li>○ Provide copies of all media releases to the Policy Group and</li> </ul>
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Checklist - Demobilization Phase	<ul style="list-style-type: none"><li>○ Deactivate your assigned position and close out logs when authorized by the EOC Manager.</li><li>○ Ensure that file copies are maintained of all information released.</li><li>○ Prepare final media releases and advise media representatives of points-of-contact for follow-up stories.</li><li>○ Deactivate your assigned position and close out logs when authorized by the EOC Manager.</li><li>○ Complete all required forms, reports, and other documentation. Submit all forms and records to the Planning Section.</li><li>○ Be prepared to provide input to the hot wash and after action report.</li><li>○ If another person is relieving you, ensure you conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.</li><li>○ Clean around your work area before you leave.</li><li>○ Leave your contact information.</li></ul>
Checklist - Recovery Phase	<ul style="list-style-type: none"><li>○ Continue to support implementation of ESF-15 External Affairs and Public Information.</li><li>○ Work with any Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.</li></ul>