



MCI POSITION DESCRIPTIONS CONTINUED

PUBLIC INFORMATION OFFICER (PIO)

Function	Formulates and releases information about the incident to the news media and other appropriate agencies and organizations
Reports to	The Incident Commander (Radio Designator is "IC")
Radio Designator	Your radio designator is " Information "
Subordinates	Staff as needed
Responsibilities	<ul style="list-style-type: none">▪ Contact jurisdictional agency to coordinate public information activities▪ Establish single incident information center if possible▪ Arrange for necessary work space, materials, telephones and staffing▪ Prepare initial information summary ASAP▪ Observe constraints on release of information imposed by Incident Commander▪ Obtain approval for release of information from Incident Commander▪ Release news to media and post information in command post and other appropriate locations▪ Provide Coordinating Base Hospital with information regarding on-scene news information and releases▪ Attend meetings to update information releases▪ Respond to special requests for information