National Qualification System

POSITION TASK BOOK
FOR THE POSITION OF

Public Information Officer

Type 4

Version: May 2021

POSITION TASK BOOK ASSIGNED TO:	
TRAINEE'S NAME:	
TEAM/JURISDICTION:	
PHONE NUMBER:	
EMAIL:	
POSITION TASK BOOK INITIATED BY:	
OFFICIAL'S NAME:	
TITLE:	
TEAM/JURISDICTION:	
PHONE NUMBER:	
EMAIL:	
POSITION TASK BOOK WAS INITIATED:	
LOCATION:	
DATE:	

Evaluator Verification

(Do <u>not</u> complete this form unless you are recommending the trainee for all-hazards designation.)

FINAL EVALUATOR VERIFICATION
I verify that _____ has successfully completed all tasks as a trainee and should therefore be considered for designation in this position. I also verify that all tasks are documented with appropriate initials.
FINAL EVALUATOR'S SIGNATURE:
DATE:
FINAL EVALUATOR'S PRINTED NAME:
TITLE:
TEAM/JURISDICTION:
PHONE NUMBER:
EMAIL:

Documentation of Agency Designation

DOCUMENTATION OF AGENCY DESIGNATION
I certify that_____ has successfully met all the criteria set out in the National Incident Management System (NIMS) Job Title/Position Qualifications document for the position and will hereby receive designation of his/her qualification.
OFFICIAL'S SIGNATURE:
DATE:
OFFICIAL'S NAME:
TITLE:
TEAM/JURISDICTION:
PHONE NUMBER:
EMAIL:

Position Task Book Overview

The Position Task Book (PTB) documents the performance criteria a trainee must meet to be designated for a position within the National Qualification System (NQS). The performance criteria are associated with core NQS competencies, behaviors, and tasks.

> **A trainee may not work on multiple position type PTBs for a specific position at the same time; for example, a trainee may not simultaneously work on a Type 1 Incident Commander PTB and a Type 2 Incident Commander PTB. If a position has multiple types, the trainee must, in most cases, qualify at the lowest type before pursuing the next higher type. For example, before seeking qualification for a Type 1 position, an individual must first qualify at the Type 3 level and then at the Type 2 level.**

Evaluation Process

- Evaluators observe and review a trainee's completion of PTB tasks, initialing and dating each successfully completed task in the PTB.

- Evaluators complete an Evaluation Record Form after each evaluation period by documenting the trainee's performance.

- The Authority Having Jurisdiction (AHJ) may not have enough resources to ensure every evaluator is qualified in the position being assessed. Therefore, a trainee's supervisor may evaluate the completion of PTB tasks. For example, a Logistics Section Chief has the authority to sign off on completed PTB tasks for a Food Unit Leader trainee.

- The final evaluator is a leader who verifies a trainee has completed the PTB and met all requirements for the position. A final evaluator is generally qualified in the same position for which the trainee is applying. When possible, the evaluator and the final evaluator should not be the same person, but in situations with limited resources, the evaluator can also serve as the final evaluator.

Transferring Qualifications

- Personnel who have documentation of previous education, training, or significant on-the-job incident experience may receive credit toward qualification for a given position. Each AHJ establishes the requirements for transferring qualifications from another AHJ.

- If an AHJ chooses not to accept a trainee's existing designation of qualification, the trainee may be reevaluated in the specific position and issued a new PTB.

- An individual may hold multiple designations of qualification (that is, the Final Evaluator Verification form and the Documentation of Agency Designation form) along with the completed PTB.

Position Task Book Competencies, Behaviors, and Tasks

> **The PTB sets minimum criteria for designation for a position. The AHJ has the authority to add content to the baseline PTB competencies, behaviors, and tasks, as necessary.**

The PTB covers all type levels for a given position, but a trainee may check only one "Type" box and work on only one type at a time. The National Incident Management System (NIMS) Job Title/Position Qualifications document describes all types.

> **Command and General Staff job titles/positions qualifications are typed based on incident complexity, while all other NIMS positions are typed based on the minimum qualifications.**

Definitions

Competency: An observable, measurable pattern of knowledge, skills, abilities, and other characteristics an individual needs to perform an activity and its associated tasks. A competency specifies the skillset a person needs to possess to complete the tasks successfully.

Behavior: An observable work activity or a group of similar tasks necessary to perform the activity.

Task: A specific, demonstrable action necessary for successful performance in a position. Trainees must demonstrate completion of required tasks.

- Occasionally, PTB tasks are unique to one of the types; for example, certain tasks apply only to a Type 3 Incident Commander, not to a Type 2 or Type 1 Incident Commander. In those cases, the PTB indicates the corresponding type at the beginning of the task.

- All tasks require evaluation; however, bullet statements within a task are examples.

PTB Task Codes

Each task in the PTB has at least one corresponding code conveying the circumstances in which the trainee can perform the task for evaluation. Evaluators may assess trainees during incidents, in classroom simulations and training sessions, in functional and full-scale exercises, and in other work situations. If a task has multiple codes, the evaluator may evaluate in ANY of those circumstances; the trainee does not need evaluation in all the listed circumstances.

Code C: Task performed in training or classroom setting, including seminars and workshops.

Code E: Task performed during a full-scale exercise with equipment deployed under the Incident Command System (ICS).

Code F: Task performed during a functional exercise managed under the ICS.

Code I: Task performed during an incident or event managed under the ICS. Examples include oil spill, search and rescue operation, hazardous materials (hazmat) response, fire, and emergency or non-emergency (planned or unplanned) events.

Code J: Task performed as part of day-to-day job duties.

Code T: Task performed during a tabletop exercise.

Code R: Task performed very rarely and required only if applicable to the event.

How to Complete the Evaluation Record Form

Each Evaluation Record Form (see next page) covers one evaluation period. Evaluation periods may involve incidents, classroom simulations, or daily duties, depending on what the PTB recommends. The AHJ determines the number of evaluations required for position qualification and designation. If evaluators need additional evaluation periods, they can copy pages from a blank PTB and attach them to the PTB in question.

Complete these items AT THE START of the evaluation period:

Evaluation Record Number: Label each evaluation record with a number to identify the incident(s), exercise(s), or event(s) during which the trainee completed the PTB tasks. The evaluator should also write this number in the PTB column labeled "Evaluation Record #" for each task performed satisfactorily. This number enables reviewers of the completed PTB to ascertain the evaluators' qualifications before signing off on the PTB.

Evaluator's name; Incident/office title and agency: List the name of the evaluator, his/her incident position or office title, and the evaluator's home agency.

Evaluator's home unit address and phone: List evaluator's home unit address and phone number.

Name and location of incident or simulation/exercise: Identify the name (if applicable) and location where the trainee performed the tasks.

Incident kind: Enter the kind of incident (such as hazmat, law enforcement, wildland fire, structural fire, search and rescue, flood, or tornado).

Complete these items AT THE END of the evaluation period:

Number and kind of resources: Enter the number of resources assigned to the incident, and their kind (such as team, personnel, and equipment) pertinent to the trainee's PTB.

Evaluation period: Enter inclusive dates of trainee evaluation. This time span may cover several small, similar incidents.

Position type: Enter position type (such as Type 3, Type 2, Type 1, or Single Type).

Recommendation: Check the appropriate line and make comments below regarding the trainee's future development needs.

Additional recommendations/comments: Provide additional recommendations and comments about trainee, as necessary.

Date: List the current date.

Evaluator's initials: Initial here to authenticate your recommendations and to allow for comparison with initials in the PTB.

Evaluator's relevant qualification: List your designation relevant to the trainee position you supervised.

Evaluation Record Form

TRAINEE NAME:
TRAINEE POSITION:
Evaluation Record Number:
Evaluator's name:
Incident/office title and agency:
Evaluator's home unit address and phone:
Name and location of incident or simulation/exercise:
Incident kind:
Number and kind of resources:
Evaluation period:
Position type:
Recommendation: The above-named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development: _____The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for designation. _____The trainee could not complete certain tasks or needs additional guidance. See comments below. _____Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation. _____The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.
Additional recommendations/comments:
Date:
Evaluator's initials:
Evaluator's relevant qualification:

Public Information Officer (PIO)

1. Competency: Assume position responsibilities.

Description: Successfully assume the role of PIO and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Understand and comply with NIMS concepts and principles.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Understand scope, roles, responsibilities, jurisdiction, and authority of responding agencies.	E, F, I		
2. Act as a representative of incident leadership.	E, F, I		

1b. Behavior: Successfully assume the role of PIO and initiate position activities.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Relay, support, and maintain operational rhythm: • Complete situation reports related to the current operational phase.	E, F, I		
4. Initiate and maintain activity log: • Complete activity log and use to support a common operating picture. • Transfer information to additional documents, positions, and displays.	E, F, I		
5. Develop external information flow procedures to meet leadership's expectations: • Establish system for securing approvals, if required, for press releases. • Recognize the need to be sensitive to various organizational requirements and the cultural and political climate of the jurisdiction when disseminating information.	E, F, I		
6. Establish and oversee execution of Joint Information System communication objectives.	E, F, I		

1c. Behavior: Gather, update, and apply situational information relevant to the assignment.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Contact public information staff and established information center(s) to determine: • Level of public and media interest in incident. • Amount of media on scene or intending to go to the scene. • Incident information activities already under way. • Primary point of contact for media and public. • Community issues and concerns. • Number of PIOs currently assigned. • Social media activity and complexity.	E, F, I		

8. Receive initial briefing from supervisor—one-on-one or in team meetings:
• Incident priorities, goals, and objectives.
• Initial instructions concerning position priorities.
• Expected time frames for briefings, planning meetings, and team meetings.
• Any limitations and constraints that affect operations and strategies.
• Review:
  ○ Incident plans.
  ○ Current national situation.
  ○ Assigned resources and their status.
  ○ Established and operating facilities.
  ○ Anticipated incident duration, size, and type.
  ○ Position responsibilities and expectations.
	E, F, I		

9. Collect the following information: • Information on incident relevant to support activities. • Information on the organizational structure • Media contact list. • Press conference or pool areas. • Agency representative list (from Liaison Officer). • Social media contacts and activity levels. • List of external stakeholders and potential issues, such as political, social, environmental, and use of volunteers.	E, F, I		
10. Gather information to identify assigned resources: • Location and status of assigned resources. • Resource identifier, if assigned. • Supervisor name and contact information. • Location. • Assignment. • Resource kind, type, and quantity.	E, F, I		

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
11. Determine expectations regarding gathering and disseminating information. Review guidelines related to: • Participation in interviews. • Media access, such as ground and air. • Release of sensitive information. • Investigation and cause. • Need for location of information center. • Controlled access of media. • Employment of press groups in operational areas or in/near incident facilities.	E, F, I		

1d. Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
12. Identify kind, type, and quantity of resources necessary to achieve objectives: • Consider span of control when determining resource requirements and configurations.	E, F, I		
13. Order necessary resources to achieve objectives: • Request additional personnel, supplies, services, and equipment within the established ordering processes.	E, F, I		

1e. Behavior: Establish effective relationships with relevant personnel.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
14. Establish and maintain positive interpersonal and interagency working relationships: • Outgoing incident staff or teams. • Local agencies. • Hosting unit. • Public. • Supporting agencies.	E, F, I		

1f. Behavior: **Establish or determine organizational structure, reporting procedures, and chain of command of assigned resources.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
15. Activate staff as necessary: • Establish appropriate staff organization and assign staff responsibilities, while maintaining span of control. • Ensure availability of appropriate resources. • Conduct supporting activities within operational period. • Follow protocol for communicating daily accomplishments to appropriate personnel. • Obtain operational rhythm from supervisor and establish daily briefing/debriefing schedule with assigned personnel. • Follow process for resource requests/releases for operational planning purposes. • Assign staff as appropriate. • Participate in planning meetings to determine staff organization, support tactical assignments, ensure resource support and coordination needs, and identify other considerations for the next operational period.	E, F, I		
16. Supervise and adjust organization and operations based on changes in incident situation and resource status: • Maintain common operating picture. • Provide for functional and geographical supervision as necessary. • Ensure effective use and coordination of all assigned resources. • Constantly monitor objectives and overall operations for efficacy and safety.	E, F, I		
17. Keep supervisor and assigned personnel informed of organizational changes: • Branch, division, or group mobilization/demobilization. • Staff and unit mobilization/demobilization. • Any personnel changes.	E, F, I		
18. Establish a system or schedule for obtaining incident information: • Incident status summary. • Situation report. • Communication with agency/organization dispatch. • Social media monitoring. • Meetings and briefings.	E, F, I		

2. *Competency:* **Lead assigned personnel.**

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

2a. *Behavior:* **Model leadership values and principles.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
19. Exhibit principles of duty, respect, and integrity: • Be proficient in the job, both technically and as a leader. • Make sound and timely decisions. • Seek and accept responsibility for actions.	E, F, I, J		
20. Clearly state conflict resolution procedures and ensure staff understand and agree with them.	E, F, I		

2b. *Behavior:* **Identify opportunities and meet requirements to provide equal access and reasonable accommodation in all activities.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
21. Demonstrate knowledge and use of inclusive, person- first language.	E, F, I, J		
22. Demonstrate the ability to identify opportunities for universal accessibility.	E, F, I, J		
23. Demonstrate the ability to assess and monitor for physical access, programmatic access, and effective communications access.	E, F, I, J		
24. Refer equal access, disability accommodations requirements, and access and functional needs (AFN) accommodations to appropriate personnel for resolution.	E, F, I, J		
25. Promote a work environment that provides mutual respect and equal opportunity for all.	E, F, I, J		

2c. *Behavior:* **Ensure the health, safety, welfare, and accountability of assigned personnel.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
26. Ensure accountability of all personnel: • Coordinate with assigned personnel to conduct personnel accountability checks. • Validate accountability with supervisor.	E, F, I		
27. Evaluate mental and physical fatigue of assigned personnel and make resources available to support: • Appropriate work/rest ratio.	E, F, I		

2d. Behavior: **Establish work assignments and performance expectations, monitor performance, and provide feedback.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
28. Periodically evaluate personnel status and operational needs to determine whether personnel assignments are appropriate: • Determine kind and number of personnel necessary for any staff operation. • Provide for functional and geographical supervision as necessary.	E, F, I		
29. Evaluate the performance of assigned personnel and ensure that staff: • Implement assigned portions of incident objectives and goals. • Order and assign resources as necessary. • Report on the progress or control of operations. • Report on status of resources if necessary.	E, F, I, T		
30. Brief and keep staff informed and updated: • Provide ongoing feedback to staff during incident/event and demobilization.	E, F, I		

2e. Behavior: **Coordinate interdependent activities.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
31. Ensure effective use and coordination of all assigned resources: • Conduct briefing and debriefing with assigned personnel and supervisor between operational periods.	E, F, I		
32. Coordinate with other appropriate personnel: • Receive and transmit current and accurate information. • Communicate changes to relevant plans. • Inform appropriate team members of significant changes in operations. • Ensure supervisor is aware of all changes in status of resources assigned to the operation and keep status current. • Provide supervisor with operational status for incident status summary and situation reports.	E, F, I		
33. Coordinate with field personnel and the Incident Command Post (ICP) to provide media escorts: • Provide Personal Protective Equipment as appropriate. • Ensure designated escorts are qualified and have adequate communication equipment.	E, F, I		

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
34. Provide current and timely information to external audiences: • Media releases. • Press kits. • Talking points. • Incident status summary.	E, F, I		
35. Identify assisting and cooperating agencies and contacts.	E, F, I		
36. Interact and coordinate with other information functions: • Incident Command. • Unified Command. • Assisting and cooperating agencies. • Other incidents.	E, F, I		
37. Provide safety information to the public and the media, as appropriate.	E, F, I		

3. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

3a. Behavior: Ensure the exchange of relevant information during briefings and debriefings.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
38. Effectively communicate options, considerations, and recommendations during briefings.	E, F, I		

39. Attend leading agency official meetings, Command and General Staff meetings, and other staff meetings and briefings as the supervisor outlines and share pertinent information that may affect the team's management of the incident:
• Present:
  ○ Changes to relevant plans.
  ○ Current conditions, priorities, and special considerations.
  ○ Staff-specific information and instructions.
  ○ Special health and safety issues.
  ○ Situational assessment.
• Receive priorities, goals, and objectives.
	E, F, I		

40. Schedule and conduct daily briefings to assigned personnel: • Inform identified meeting attendees of time, location, and information they should provide for the meeting. • Define objectives, agenda, and time expectations. • Post meeting agenda at appropriate locations. • Make arrangements for documentation and recording of applicable information. • Resolve concerns and conflicts.	E, F, I		
41. Prepare for and participate in briefings with other sections and incident staff: • Share and evaluate information with staff. • Identify safety hazards and mitigation strategies with the Safety Officer.	E, F, I		

3b. Behavior: **Ensure documentation is complete and disposition is appropriate.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
42. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction: • Submit incident narrative to supervisor. • Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period. • Ensure all personnel and equipment time records are complete and submitted at the end of each operational period.	E, F, I		
43. Ensure the protection of Personally Identifiable Information (PII).	E, F, I		

3c. Behavior: **Communicate incident priorities and operations.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
44. Assess priorities and strategies to meet the most critical public information needs.	E, F, I		
45. Communicate priorities, objectives, and any changes throughout staff, if necessary: • Maintain common operating picture.	E, F, I		
46. Monitor support status and develop priorities, alternate strategies, and tactics to meet incident objectives: • Advise assigned staff of significant changes that may affect them.	E, F, I		
47. Report unexpected occurrences (such as injuries, illnesses, accidents, political contacts, or property loss or damage): • Ensure standard information contains nature of event, location, magnitude, personnel involved, initial action taken, and appropriate subsequent action. • Ensure the protection of PII while reporting.	E, F, I		
48. Update supervisor on current accomplishments or problems, and complete incident forms as necessary.	E, F, I		
49. Prepare, approve, and distribute fact sheets and news releases to address basic incident facts (who, what, when, where, and why): • Update fact sheets and news releases regularly. • Use internet technology where available. • Support social media postings.	E, F, I, R		
50. Assign and monitor preparation and update of information products: • Fact sheets. • Visuals. • News releases. • Social media postings.	E, F, I		

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
51. Prepare briefing materials for incident leaders.	E, F, I		
52. Establish procedures for distributing information to incident personnel and cooperating and participating agencies.	E, F, I		
53. Incorporate approved special messages and information into routine incident information: • Safety. • Prevention. • Resource benefits. • Environmental protection measures. • Interagency cooperation. • Rehabilitation and resource recovery programs. • Recognition of local community and volunteer support. • Efficiency of operations and cost containment. • Photographs and video of the incident and related activities.	E, F, I		
54. Obtain community street maps and emergency numbers for local contacts.	E, F, I		
55. Ensure media and public are aware of incident-specific hazards as well as health and safety procedures.	E, F, I		
56. Prepare briefing materials for officials' visits and assist with planning, coordination, and logistics for visits.	E, F, I		
57. Develop, implement, and monitor approved social media and other digital information tools: • Ensure incident leadership approves all incident information released via social media networks. • Develop methods to monitor online media related to the incident, including blogs, social media, and other venues. • Assist incident leaders in ensuring all incident personnel understand the chain of command for use of social media related to the incident.	E, F, I		

3d. Behavior: **Develop and implement plans.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
58. Prepare for and participate in the meetings and briefings in the planning process.	E, F, I		
59. Participate in the planning meeting or planning process for the incident. • Update staff on current situation. • Help set priorities. • Determine tasks and work assignments for the incident. • Advise on current capabilities and limitations. • Determine resource needs or excess.	E, F, I		

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
60. Participate in the preparation of other relevant plans: • Demobilization plan. • Evacuation plan. • Strategic communications plan.	E, F, I		

3e. Behavior: Coordinate with state, local, tribal, territorial, and other Federal agency officials to ensure unity of effort.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
61. Ensure that local officials receive the necessary information and support.	E, F, I		
62. Ensure appropriate sections are aware of local officials' concerns.	E, F, I		
63. Ensure that state and local official provide the necessary support and information to fulfill the mission.	E, F, I		
64. Identify and promptly resolve disagreements, issues, and misunderstandings.	E, F, I		

4. *Competency:* **Ensure completion of assigned actions to meet identified objectives.**

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

4a. Behavior: **Execute assigned tasks, assess progress, and make necessary adjustments.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
65. Ensure that assigned tasks and expectations for the operational period are reasonable and accurate.	E, F, I		
66. Manage information postings and respond to requests for assistance.	E, F, I		
67. Hold personnel accountable for the execution of assigned tasks.	E, F, I		
68. Make appropriate decisions based on analyzed and validated information: • Make adjustments in response to new information, changing conditions, or unexpected obstacles.	E, F, I		
69. Ensure that the work completed is consistent with direction, policy, and incident objectives: • Supervisor's direction. • Incident goals and objectives. • Other planning goals and objectives.	E, F, I		

4b. Behavior: **Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
70. Evaluate and monitor media coverage of incident.	I		
71. Adjust outreach tactics based on emerging issues.	E, I		

4c. Behavior: **Make appropriate decisions based on evaluation of gathered information, risks, and incident situation and use information to produce outputs and modify approach in accordance with overall incident objectives.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
72. Issue appropriate communications based on emerging situations: • Evacuations or shelter-in-place orders. • Shelters. • Road closures. • School and government service closures. • Hazardous conditions.	E, F, I		
73. Investigate rumors and take appropriate personal protective action and or corrective action.	E, F, I		
74. Respond to special situations within the incident: • Consult with incident leaders to determine PIO's role. • Determine agencies' policies or protocols regarding special situations and release of information. • Supervise preparation of briefing materials. • Ensure incident leadership reviews and approves information. • Coordinate with involved agencies. • Convey accurate and timely information to incident personnel. • Develop strategy for informing and involving officials in consultation with incident leaders. • Arrange for post-incident stress debriefing for information personnel, if needed.	I		
75. Prepare public information portion of transition plan.	E, F, I		

4d. Behavior: **Develop appropriate information releases and conduct media interviews according to protocol.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
76. Schedule and facilitate press conferences: • Ensure key staff members are in attendance and available for questions.	E, F, I		
77. Anticipate interview questions and practice responses.	E, F, I		
78. Deliver interviews that are concise, accurate, up-to-date, well planned, and consistent with current information and messages.	E, F, I		
79. Arrange and schedule phone or in-person interviews for the media with incident personnel and provide interviewees with key messages.	E, F, I		

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
80. Handle community relations responsibilities: • Make initial contacts and updates for community leaders and other local cooperating public services. • Obtain community street maps and emergency numbers for local contacts. • Update and post incident fact sheet or newsletter at various locations in community. • Moderate, host, or prepare for information briefings. • Inform affected public about evacuation centers.	I		
81. Demonstrate writing skills appropriate to the audience in a variety of formats.	E, F, I		

4e. Behavior: **Provide logistical support, as necessary.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
82. Arrange media access to the incident and obtain information on media personnel.	E, I		
83. Provide adequate notice to all staff if press will be visiting the operational areas and provide guidance on protecting work materials in view of the cameras.	E, I		

4f. Behavior: **Transfer position duties while ensuring continuity of authority and knowledge and while considering the increasing or decreasing incident complexity.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
84. Coordinate an efficient transfer of position duties when mobilizing/demobilizing resources: • Inform assigned personnel and supervisor. • Communicate with incoming personnel concerning when and where transition of positions will occur. • Conduct transition effectively. • Document follow-up action and submit to agency representative.	E, F, I		
85. Complete all necessary reports and narratives to common standards prior to turnover: • Shift change. • End of operational period. • Reassignment. • Demobilization.	E, F, I		

4g. Behavior: **Plan for demobilization and ensure staff follow demobilization procedures.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
86. Help develop, approve, and implement demobilization plan: • Coordinate with supervisor during development and implementation. • Coordinate with appropriate partners regarding demobilization procedures. • Coordinate needs and responsibilities. • Provide information to supervisor to assist with decisions on release priorities.	E, F, I		
87. Complete process for demobilizing responsibilities: • Reinforce emphasis on safety and accountability during this phase of operations. • Brief staff on demobilization responsibilities. • Ensure staff demobilize in a timely and complete manner. • Brief replacement.	E, F, I		