

## **JOB ACTION SHEET INFORMATION OFFICER**

**Position title:** Information Officer

**Job classification code required:** 2230, 2232, 2233

**Required Job Skills:** Disease Control experience, Medical Epidemiologist, Excellent writing skills

**Module:** Command

**You report to:** Incident Commander

**You supervise (if activated):** Assistant Information Officer(s)

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### **Mission**

The Information Officer serves as the reviewer and approver of all documents, policies and guidelines created by the IDER response and distributed outside the IDER organization. This position must communicate key issues and messages from these documents, policies and guidelines with the Incident Commander and ensure s/he approves of the overall concepts and any potentially controversial issues. The Information Officer also serves as the primary point of communication between the DOC/DPH PIO/JIC/and or EOC.

### **Initial Actions**

- Sign-in to Staff Roster.
- Report to and receive assignment from your supervisor.
- Put on picture ID badge and vest (if provided).
- Read entire Job Action Sheet.
- Introduce self to all staff assigned to team.
- Alert supervisor if you are unable to perform any of the duties in the Job Action Sheet. Clarify any questions or concerns with assigned supervisor prior to starting work.
- Familiarize self with the work station and resources including:
  - Physical layout of the work space (e.g. emergency exits, bathrooms).
  - If assigned, check workstation phone and computer.
  - Obtain needed office supplies (paper, pens, etc.).
  - If assigned DPH 800 MHz radio, turn on radio to assigned channel.
  - If assigned, check pager and cell phone.
- Establish and maintain a Job Action Log that chronologically describes your actions during your shift.
- Review message form instructions, if provided.

### **Specific Job Actions**

- Review and approve all documents, policies, and guidelines developed by the IDER response and intended for distribution outside the IDER organizational structure.
- Once approved, coordinate with Plans Section and Info Dissemination Group to ensure documents are appropriately distributed internally within IDER and externally.
- Track and list all approved documents including time and date of approval (you may request assistance from Commander Admin. Assistant for this)

- Serve as an IDER liaison to the Department of Public Health PIO, DOC PIO, and/or JIC.
- Determine from the Incident Commander if there is any sensitive or confidential information that should not be shared outside the IDER organizational structure.
- Develop or provide material for use in media briefings (technical communicable disease press releases and talking points will be provided by the CD Info Branch).
- Obtain Incident Commander's input on media releases to be released by the PIO or DOC or JIC.
- Work with the Incident Commander to designate a media spokesperson if requested.
- Arrange for interviews or higher level briefings that may be required.
- Obtain media information that may be useful to incident planning and share this during Command/General Staff/Section Chief meetings.
- Assign Assistant Information Officers as needed, especially if work with PIO and media becomes a full time role.
- Maintain Unit Log.

### **Conclusion of Work Shift Actions**

- Complete all required forms, reports, and other documentation and give to supervisor.
- Sign out and log the hours worked during the response
- Clean up your work area before you leave
- Leave a phone number where you can be reached.
- Brief on-coming staff at shift change on specific job position duties. Ensure that ongoing activities are identified and that follow-up requirements are known before you leave your workstation.