



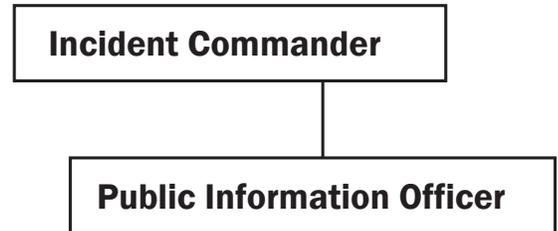
# Coffee Break Training - Command and Control Series

## Characteristics of the Incident Command System: Public Information Officer

No. CC-2015-4 December 28, 2015

**Learning Objective:** The student will be able to understand the Public Information Officer's or PIO's responsibilities within the Incident Command System (ICS).

The PIO is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies or organizations. The PIO reports to the Incident Commander (IC).



- Review Common Responsibilities.
- Determine from the IC if there are any limits on information release.
- Develop material for use in media briefings.
- Obtain IC's approval for media releases.
- Coordinate with the Joint Information Center if established.
- Inform media, and conduct media briefings.
- Arrange for tours and other interviews or briefings as required.
- Obtain media information that may be useful to incident planning.
- Maintain current information summaries or displays on the incident, and provide information on the status of the incident to assigned personnel.
- Assign Assistant PIOs as appropriate.
- Maintain Unit/Activity Log (ICS Form 214).

For additional information regarding the PIO's responsibilities, the U.S. Fire Administration/National Fire Academy Field Operations Guide can be accessed at <http://feti.lsu.edu/municipal/NFA/TRADE/materials/TRADE%20CD%20XVI//WebHelp/index.htm>.

For archived downloads, go to:

[www.usfa.fema.gov/training/coffee\\_break/](http://www.usfa.fema.gov/training/coffee_break/)