

# LOS PINOS FIRE PROTECTION DISTRICT STANDARD OPERATING PROCEDURE



TITLE	NUMBER	EFFECTIVE DATE	REVISION DATE
INCIDENT COMMAND STAFF – INFORMATION OFFICER	308	March 23 <sup>rd</sup> , 2004	

## PURPOSE

To describe the responsibilities of the Information Officer

## GENERAL

The Information Officer, a member of the Command Staff, is responsible for the information and release of information about the incident to the news media and other appropriate agencies and organizations. The Information Officer reports to the Incident Commander.

## RESPONSIBILITIES

The major responsibilities of the Information Officer are stated below. Following each responsibility are procedures for accomplishing the activity.

### **Identify Information Officer activities.**

1. Take actions required to establish coordination of information acquisition and dissemination activities.
2. Compile the information obtained and maintain records.

### **Establish Incident Information Center as required.**

1. Establish Information Center adjacent to Command Post area where it will not interfere with Command Post activities.

### **Prepare press briefing.**

1. Identify from the Incident Commander any constraints on the release of information.
2. Select information to be released (e.g., size of incident, agencies involved, etc.).
3. Prepare material for release.
4. Obtain Incident Commander's approval for release. (The Commander may give blanket release authority.)
5. Release information for distribution to the news media.

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6. Release information to press representatives at incident information center.
7. Post a copy of all information summaries in the Command Post area and other appropriate incident locations.

## **Collect and assemble incident information.**

1. Observe incident operations.
2. Hold discussions with incident personnel.
3. Identify special event information (e.g., evacuations, injuries, etc.).
4. Contact external agencies for additional information.
5. Review the current Incident Action Plan.
6. Repeat procedures as necessary to satisfy media needs.

## **Provide liaison between media and incident personnel.**

1. Receive requests from the media to meet with incident personnel and vice versa.
2. Identify parties involved in the request (e.g., Incident Commander for TV interviews).
3. Obtain any required permission to satisfy request (e.g., Incident Commander).
4. Fulfill request or advise the requesting party of inability to do so, as the case may be.

## **Respond to special requests for information.**

1. Receive request for information.
2. Determine if the requested information is currently available and, if so, provide it to the requesting party.
3. If information is not currently available, determine if it can be reasonably obtained by contacting incident personnel.
4. Assemble desired and available information and provide it to the requesting party.

## **CHECKLIST**

The checklist presented below should be considered as a minimum requirement for this position.

1. Establish single incident information center whenever possible.
2. Arrange for necessary work space, materials, telephones, and staffing.
3. Prepare initial information summary as soon as possible after arrival.
4. Observe constraints on the release of information imposed by Incident Commander.
5. Obtain approval for information release from Incident Commander.
6. Release news to news media and post information in Command Post and other appropriate locations.
7. Attend meetings to update information released.

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8. Arrange for meetings between media and incident personnel.
9. Provide escort to the media and VIP's.
10. Respond to special requests for information.

*Larry Behrens*

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Larry Behrens, Fire Chief

March 23<sup>rd</sup>, 2004

Date