

Job Aid: Public Information System Maintenance and Training Checklist

Do you have systems and procedures for:	Yes	No
▪ Training PIO team members in basic public information skills (i.e., research and writing, media relations, on-camera interviews, media analysis)?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ensuring that designated spokespersons have received media training and risk communications training?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Developing exercises to ensure that public information is included in departmentwide, communitywide, regionwide, or Statewide exercises?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Providing regular training for the public information team in the form of drills and exercises?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Providing drills and exercises that are realistic and challenging in terms of public information and media relations?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Evaluating public information operations after an incident and capturing lessons learned so procedures can be continually refined and improved?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Updating plans, procedures, training, drills, exercises, and contact information regularly to reflect lessons learned and to address changes in personnel?	<input type="checkbox"/>	<input type="checkbox"/>

Notes: