

Job Aid: Public Information Equipment and Supply Checklist

Do you have systems and procedures for:	Yes	No
<ul style="list-style-type: none"> ▪ Acquiring and maintaining go kits with a funding mechanism (e.g., credit card) that can be used to purchase operational resources? (Note: A go kit is a mobile response kit that allows PIOs to maintain communications in the event that they are working outside of their normal place of operation.) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Ensuring Public Information Officers (PIOs) can access the go kit when serving at an incident? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Acquiring and maintaining portable communications equipment, critical up-to-date information, and supplies? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Acquiring and maintaining media essential production equipment (cameras, digital storage, laptops, etc.)? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Acquiring and maintaining Smart Book (or equivalent technologies) to assist PIOs in accurately informing the media and the public during an incident? (Note: A Smart Book is a compilation of factual information assembled about your jurisdiction, such as population, number of schools and hospitals, size and description of geographic or infrastructure features, etc.) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Identifying a dedicated location to house the Joint Information Center (JIC)? (Note: The location selected must be wired for telephone, Internet access, cable, etc.) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Securing and maintaining the necessary JIC equipment and supplies to allow information to be disseminated to the media and the public? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Inventorying and restocking the PIO go kit after an incident? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Inventorying and restocking JIC equipment and supplies after an incident? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Periodically updating your Smart Book with current information? 	<input type="checkbox"/>	<input type="checkbox"/>

Notes: