



**Task Book for the Position of**

**Type 3 ALL-HAZARDS**

**PUBLIC INFORMATION OFFICER (PIO3-AH)**

**Version: December 2016**

*Alberta* 

*Alberta Emergency  
Management Agency*

(Blank Page)



### All-Hazards Public Information Officer (PIO3-AH)

#### Position Task Book Assigned to

Trainee's Name
Duty Station
Phone Number
E-Mail

#### Was initiated by

Official's Name
Title
Duty Station
Phone Number
E-Mail

#### Was initiated at

Location
Date

All-Hazards Incident Management Teams Association (AHIMTA) was founded in 2010, as a grassroots 501(c) (6) professional association comprised of several hundred incident management practitioners from multiple disciplines representing Federal, State and local agencies, nongovernmental organizations (NGOs), and the private sector. The main driving factor for the creation of the Association was the critical need for standardized qualifications for All-Hazards Incident Management Teams (AHIMTs), particularly at the Type 3 complexity level for interstate deployment. In 2013 The AHIMTA formed the Incident Qualifications System Committee (IQS) to further the ICS qualifications guidance work started at the Federal level. After a year of development, stakeholder input, and vetting the first edition of the Interstate Incident Management Team Qualifications Systems (IIMTQS) Guide was published in March of 2014.

This Position Task Book (PTB) was developed and is owned and maintained by the AHIMTA as one of the components of its *Interstate Incident Management Team Qualifications System*. Any comments, corrections, or suggestions to this PTB or to any component of its *Interstate Incident Management Team Qualifications System* should be emailed to the All-Hazards Incident Management Teams Association. [AHIMTA@AHIMTA.org](mailto:AHIMTA@AHIMTA.org)

(Blank Page)



**ALL-HAZARDS PUBLIC INFORMATION OFFICER (PIO3-AH)**

Trainee Name:
<b>FINAL EVALUATOR'S VERIFICATION:</b>
<i>Evaluator; DO NOT complete this unless you are recommending the trainee for certification.</i>
I verify all tasks have been performed and are documented with appropriate initials.
I also verify the trainee should be considered for certification in this position.
Evaluator's Signature
Date
Evaluator's Printed Name
Title
Duty Station
Phone Number
E-Mail

**CERTIFYING OFFICIAL**

Trainee Name:
Has met all requirements for qualification in this position is certified for the position.
Official's Signature:
Date
Official's Printed Name
Title
Duty Station
Phone Number
Email

(Blank Page)



# NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

## INCIDENT COMMAND SYSTEM (ICS) POSITION TASK BOOKS (PTBs)

Position Task Books (PTBs) are designed to be used by any individual (trainee) interested in becoming certified under the National Incident Management System (NIMS). The PTB's are intended to be used to document experiences that indicate successful completion of tasks specific to an Incident Command System (ICS) position. The performance requirements for each position are associated with core ICS competencies, behaviors and tasks as suggested to the Federal Emergency Management Agency (FEMA) by a multi-disciplined, highly experienced expert panel.

Trainees are evaluated during this process by qualified evaluators, and the trainee's performance is documented in the PTB for each task by the evaluator's initials and date of completion. An Evaluation Record will be completed by all evaluators documenting the trainee's progress after each evaluation opportunity.

Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the "authority having jurisdiction" (of the trainee), that the trainee be certified in that position. Evaluation and confirmation of the trainee's performance while completing all tasks will normally require more than one training assignment and several different evaluators. Incidents lasting several days may involve multiple evaluators. Tasks may be evaluated on incidents, simulation/tabletop exercise, planned events, in training and HSEEP compliant functional or full-scale exercises and in other work situations as long as there is a qualified evaluator.

It is important performances be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated.

The Interstate Incident Management Team Qualifications System [IIMTQS] Guide lists the definitions for trainee, evaluator, training officer and authority having jurisdiction.

### **Responsibilities:**

#### **1. Authority having jurisdiction (AHJ):**

- Select trainees based on the needs of their organization or to fulfill their obligations to contribute to Incident Management Teams or other Mutual Aid agreements.
- Provide opportunities for evaluation and/or making the trainee available for evaluation.

#### **2. Training Officer:**

- Providing the correct version of the PTB to the individual in order to document performance.
- Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities.
- Tracking progress of the trainee.
- Identifying incidents or situations where the trainee may have evaluation opportunities.
- Identifying and assigning an evaluator who can provide a positive experience for the trainee, when the evaluation opportunity is within the AHJ's jurisdiction.
- Receiving and filing documentation from the assignment.

#### **3. The Individual/ Trainee:**

- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals whenever an opportunity for evaluation is recognized.
- Providing background information to an evaluator.
- Assuring the evaluation record is complete.
- Completing all tasks for an assigned position within the timeframe allowed for that position. All tasks with an approval older than the allowed timeframe must be reevaluated.
- Notifying the local AHJ /training officer when the PTB is completed, and obtaining the appropriate signature recommending certification.
- Retaining the original PTB and provide a copy of the PTB to the appropriate individual for review by the State Qualification Review Committee (SQRC) (refer to the current edition of the *IIMTQS Guide*).

#### 4. **Evaluator(s):**

- Being qualified and proficient in the evaluated position.
- Meeting with the trainee and determining past experience, current qualifications and desired objectives/goals.
- Reviewing tasks with the trainee.
- Explaining to the trainee the evaluation procedures that will be utilized and which tasks may be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task to indicate satisfactory performance. Unsatisfactory performance should also be documented.
- Evaluate the numbered tasks only. Do not evaluate bullets as they are provided as examples or additional clarification.
- Completing the Evaluation Record found at the end of each PTB.
- Completing an Incident Personnel Performance Rating (ICS 225) form.

#### 5. **The Final Evaluator:**

- Being qualified and proficient in the position being evaluated.
- Reviewing the trainee's record to ensure completeness.
- Signing the appropriate verification statement found in the beginning of the PTB when all tasks have been initialed.
- Ensuring all tasks have been completed within the three years prior to submission for final approval.

#### 6. **Incident Training Specialist**

- Issue the PTB with concurrence of employing/sponsoring organization to document task performance.
- Identify incident evaluation opportunities.
- Assist trainees, coaches/trainers and evaluators with proper documentation.
- Conduct progress reviews and answer questions.
- Ensure that coach/trainer and evaluators are qualified and can make accurate and honest appraisal of the trainee's performance.



## ***Position Tasks and Associated Task Book Codes***

Each Position Task Book lists the performance requirements (tasks) for specific positions set by the latest version of ICS competencies and behaviors recognized by FEMA's National Integration Center and posted to the NIMS Resource Center Web site, <http://www.fema.gov/media-library/assets/documents/11685>.

The tasks required of a position range in criticality. A Trainee must demonstrate competency at critical tasks while functioning in the target position on an incident. The IIMTQS recognizes that the nature of some less critical tasks may be performed on planned events, in exercises, or in other situations and be sufficient demonstration of competency upon which to base qualification.

Each task in this Position Task Book has at least one code associated with the situation(s) within which the task **MUST** be completed. Performance of any task in a situation(s) other than that required by the task's code(s) is not valid for qualification.

If more than one code is listed, the task may be completed in any of the situations (e.g. If code **I1**, **I2**, and **O1** are listed, the task may be completed in any of the three situations). The evaluator should circle the evaluation code for which the task was evaluated.

### **Definitions for these codes are:**

**I1** = Task must be performed on an incident which meets the following criteria:

- Is managed under the Incident Command System (ICS)
- Requires a written Incident Action Plan (IAP)
- Requires using the Planning P to plan for multiple operational periods
- Matches or is higher complexity level (see IIMTQS Appendix A – Incident Complexity Analysis Chart) than the type rating being pursued

**I2** = Task can be performed in the following situations:

- Incident
- Incident within an Event or Incident

The situation must meet the following criteria:

- Is a critical time-pressured, high-consequence incident managed under the Incident Command System (ICS)
- Matches or is higher complexity level (see IIMTQS Appendix A – Incident Complexity Analysis Chart) than the type rating being pursued

**O1** = Task can be performed in the following situations:

- Planned Event
- "Full Scale Exercise" or "Functional Exercise" as defined by HSEEP (see IIMTQS Section XIII. Qualifying Incident, Event, and Exercise Guidelines; Qualifying Exercise Attributes)

This situation must meet the following criteria:

- Is managed under the Incident Command System (ICS)
- Matches or is higher complexity level (see IIMTQS Appendix A – Incident Complexity Analysis Chart) than the type rating being pursued
- Requires a formal written Incident or Event Action Plan (IAP/EAP)
- Requires using the Planning P to plan for multiple operational periods
- For an Event, requires contingency planning for an Incident within the Event.

**O2** = Task can be performed in the following situations if the situation affords the opportunity to evaluate the knowledge/skills associated with the ICS position:

- Planned Event not meeting the requirements in O1.
- Exercise not meeting the requirements in O1.
- Training
- Daily Job

**R** = Rare events seldom occur and opportunities to evaluate Trainee performance in real settings are limited. Examples of rare events include accidents, injuries, vehicle and aircraft crashes. Through interviews, the evaluator may be able to determine if the trainee could perform the task in a real situation.

There are numerous bullet statements listed under each task. The bullet statements are listed as guidelines/examples for the evaluator to consider when insuring the intent of the task has been completed. Not all bullet statements for a task are required to be completed if the overall intent of the task has been satisfied.

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

**Competency: Assume position responsibilities**

Description: Successfully assume role of Liaison Officer and initiate position activities at the appropriate time according to the following behaviors.

TASK	C O D E	Evaluation Record Number	EVALUATOR: Initial & date upon completion of task
------	------------------	--------------------------------	---

**Behavior: Ensure readiness for assignment.**

<p>1. Obtain and assemble information and materials needed for kit. Kit assembled and prepared prior to receiving an assignment. Kit contains critical items needed for the assignment. Kit is easily transportable. The basic information and materials needed <u>may include</u>, but is not limited to, any of the following:</p> <p><b>Reference Materials</b></p> <ul style="list-style-type: none"> <li>• <i>Appropriate references for the incident (e.g., agency/organization specific policies and procedures).</i></li> <li>• <i>Coast Guard "Incident Management Handbook"</i></li> <li>• <i>Incident Management Training Consortium "Response and Planning Guide"</i></li> <li>• <i>EMSI ICS Institute "Public Information Officer", Job Aid</i></li> </ul> <p><b>Forms</b></p> <ul style="list-style-type: none"> <li>• <i>ICS 201, Incident Briefing</i></li> <li>• <i>ICS 202, Incident Objectives</i></li> <li>• <i>ICS 203, Organization Assignment List</i></li> <li>• <i>ICS 209, Incident Status Summary</i></li> <li>• <i>ICS 213, General Message</i></li> <li>• <i>ICS 214, Activity Log</i></li> </ul> <p><b>Supplies</b></p> <ul style="list-style-type: none"> <li>• <i>Telephone and contact documentation log sheets.</i></li> <li>• <i>Local media directory.</i></li> <li>• <i>Camera/film.</i></li> <li>• <i>Appropriate office supplies.</i></li> </ul>	<p>I1 I2 O1 O2</p>		
<p>2. Arrive properly equipped at incident assigned location within acceptable time limits. Check in according to agency/organization guidelines.</p>	<p>I1 I2 O1</p>		
<p>3. Demonstrate familiarity with communications equipment, procedures and basic functions/ capabilities of:</p> <ul style="list-style-type: none"> <li>• <i>Hand-held, portable, multi-channel radios.</i></li> <li>• <i>Portable scanner.</i></li> <li>• <i>Cellular telephone.</i></li> <li>• <i>Facsimile machine (FAX).</i></li> </ul>	<p>I1 I2 O1 O2</p>		

**Behavior: Ensure availability, qualifications and capabilities of resources to complete assignment.**

<p>4. Determine immediate staffing and resource needs.</p> <ul style="list-style-type: none"> <li>• <i>Assess incident complexity and media interest.</i></li> <li>• <i>Gather additional supplies to support effort, if needed.</i></li> </ul>	<p>I1 I2 O1 O2</p>		
---	--------------------------------	--	--

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

TASK	C O D E	Evaluation Record Number	EVALUATOR: Initial & date upon completion of task
------	------------------	--------------------------------	---

**Behavior: Gather, update and apply situational information relevant to the assignment.**

<p>5. Obtain complete information from dispatch upon initial activation.</p> <ul style="list-style-type: none"> <li>• <i>Incident name.</i></li> <li>• <i>Incident order number.</i></li> <li>• <i>Request number.</i></li> <li>• <i>Incident number.</i></li> <li>• <i>Reporting location.</i></li> <li>• <i>Phone contacts.</i></li> <li>• <i>Radio frequencies.</i></li> <li>• <i>Transportation arrangements/travel routes.</i></li> <li>• <i>Reporting times.</i></li> </ul>	I1 O1		
<p>6. Gather all available information necessary to accurately assess incident, make appropriate decisions about immediate needs and actions including:</p> <ul style="list-style-type: none"> <li>• <i>Incident Commander’s name/location and agency/organization contact information.</i></li> <li>• <i>Type of incident.</i></li> <li>• <i>Current resource commitments.</i></li> <li>• <i>Current situation status.</i></li> <li>• <i>Expected duration of incident.</i></li> <li>• <i>Topography.</i></li> <li>• <i>Weather (current and expected).</i></li> <li>• <i>Agency Administrator’s briefing.</i></li> </ul>	I1 I2 O1		
<p>7. Establish contact with Incident Commander or Lead Information Officer to obtain briefing. Review Incident Commander’s ICS 201 (Incident Briefing) and ICS 202 (Incident Objectives), if available, ICS 203 (Organization Assignment List) and ICS 209 (Incident Status Summary).</p> <ul style="list-style-type: none"> <li>• <i>Contact responsible agencies’ public affairs staff for briefing on local issues.</i></li> <li>• <i>Obtain local information.</i></li> <li>• <i>Obtain media contact list.</i></li> <li>• <i>Obtain agency representative list from liaison officer representative.</i></li> </ul>	I1 O1		
<p>8. Review available documentation.</p> <ul style="list-style-type: none"> <li>• <i>Incident Action Plan.</i></li> <li>• <i>Analysis and projections as appropriate.</i></li> </ul>	I1 O1 O2		
<p>9. Determine expectations of Incident Commander/Agency Administrator regarding gathering and disseminating of information</p> <ul style="list-style-type: none"> <li>• <i>Participation in interviews.</i></li> <li>• <i>Media access (ground and air).</i></li> <li>• <i>Release of sensitive information.</i></li> <li>• <i>Investigation and cause.</i></li> <li>• <i>Need or location of information center.</i></li> </ul>	I1 I2 O1 O2		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

TASK	C O D E	Evaluation Record Number	EVALUATOR: Initial & date upon completion of task
------	------------------	--------------------------------	---

**Behavior: Establish effective relationships with relevant personnel.**

10. Maintain positive working relationships with all co-workers, incident personnel, local publics and agencies.	I1 I2 O1 O2		
11. Employ good listening/responding skills with co-workers, incident personnel, media and public.	I1 I2 O1		
12. Obviously support cooperating and participating agencies in contacts with the media and public. Written materials (news releases, fact sheets) should reflect support of other agencies.	I1 I2 O1		
13. Demonstrate respect for, and sensitivity toward, all cultures in contacts with incident personnel, public and media, and in all written materials.	I1 I2 O1		
14. Ensure information personnel maintain a neat and professional appearance at all times.	I1 I2 O1 O2		
15. Practice “service concept” with public/media/incident personnel.	I1 I2 O1 O2		
16. Serve as contact point for media calling the incident.	I1 I2 O1		

**Behavior: Establish organization structure, reporting procedures and chain of command of assigned resources.**

17. Establish system/schedule for obtaining incident information. <ul style="list-style-type: none"> <li>• ICS 209(Incident Status Summary).</li> <li>• Communication with agency/organization dispatch.</li> <li>• Follow-up briefings from Incident Commander.</li> <li>• Obtain IAPs and incident map products.</li> </ul>	I1 I2 O1		
---	----------------	--	--

**Behavior: Understand and comply with ICS concepts and principles.**

18. Maintain appropriate span of control through the assignment of Assistant Public Information Officers from appropriate agencies and/or organizations.	I1 I2 O1		
19. Demonstrate knowledge of ICS structure, principles, positions and ICS forms.	I1 I2 O1 O2		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

TASK	C O D E	Evaluation Record Number	EVALUATOR: Initial & date upon completion of task
20. Act as agent of the Incident Commander.	I1 I2 O1		

**Competency: Lead assigned personnel**

*Description: Influence, guide and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.*

**Behavior: Model leadership values and principles.**

21. Exhibit principles of duty. <ul style="list-style-type: none"> <li>• <i>Be proficient in your job, both technically and as a leader.</i></li> <li>• <i>Make sound and timely decisions.</i></li> <li>• <i>Ensure tasks are understood, supervised and accomplished.</i></li> <li>• <i>Train and mentor assigned subordinates.</i></li> </ul>	I1 I2 O1 O2		
22. Exhibit principles of respect. <ul style="list-style-type: none"> <li>• <i>Know your subordinates and look out for their well-being.</i></li> <li>• <i>Keep your subordinates informed.</i></li> <li>• <i>Build the team.</i></li> <li>• <i>Assign your subordinates in accordance with their capabilities.</i></li> </ul>	I1 I2 O1 O2		
23. Exhibit principles of integrity. <ul style="list-style-type: none"> <li>• <i>Know yourself and seek improvement.</i></li> <li>• <i>Seek responsibility and accept responsibility for your actions.</i></li> <li>• <i>Set the example.</i></li> </ul>	I1 I2 O1 O2		

**Behavior: Ensure the safety, welfare, and accountability of assigned personnel.**

24. Recognize potentially hazardous situations in your working area.	I1 I2 O1		
25. Inform subordinates of hazards.	I1 I2 O1		
26. Ensure special precautions are taken when extraordinary hazards exist.	I1 I2 O1		
27. Ensure adequate rest is provided to all unit personnel.	I1 I2 O1		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

TASK	C O D E	Evaluation Record Number	EVALUATOR: Initial & date upon completion of task
------	------------------	--------------------------------	---

**Behavior: Establish work assignments and performance expectations, monitor performance and provide feedback.**

28. Brief and keep subordinates informed and updated.	I1 I2 O1		
29. Ensure necessary support staff is aware of planning meeting assignments.	I1 I2 O1		
30. Provide ongoing feedback to subordinates during incident and demobilization.	I1 I2 O1		
31. Prepare and discuss performance ratings with subordinates	I1 I2 O1		

**Behavior: Emphasize teamwork**

32. Establish cohesiveness among assigned resources. <ul style="list-style-type: none"> <li>• <i>Establish trust through open communication.</i></li> <li>• <i>Require commitment.</i></li> <li>• <i>Set expectations of accountability.</i></li> <li>• <i>Bring focus to the team result.</i></li> </ul>	I1 I2 O1 O2		
---	----------------------	--	--

**Behavior: Coordinate interdependent activities.**

33. Coordinate with other information functions. <ul style="list-style-type: none"> <li>• <i>MAC group.</i></li> <li>• <i>Area command.</i></li> <li>• <i>Dispatch.</i></li> <li>• <i>Joint Field Operations.</i></li> <li>• <i>Joint Information Center.</i></li> <li>• <i>Cooperating agencies.</i></li> <li>• <i>Other incidents.</i></li> </ul>	I1 O1		
---	----------	--	--

**Competency: Communicate effectively**

*Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment*

**Behavior: Ensure relevant information is exchanged during briefings and debriefings.**

34. Participate in briefings/meetings. <ul style="list-style-type: none"> <li>• <i>Develop information updates based on information received.</i></li> <li>• <i>Apprise Incident Commander of sensitive information and community needs.</i></li> </ul>	I1 I2 O1 O2		
---	----------------------	--	--

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

TASK	C O D E	Evaluation Record Number	EVALUATOR: Initial & date upon completion of task
35. Assist with post-incident information strategy and procedure. <ul style="list-style-type: none"> <li>• Assist in organizing briefing material and documentation materials for jurisdictional agency/organization information staff.</li> <li>• Assist jurisdictional agency/organization with the preparation of a post incident information strategy.</li> </ul>	I1 I2 O1		

**Behavior: Ensure documentation is complete and disposition is appropriate.**

36. Update and post-incident fact sheet or newsletter at various locations in community.	I1 I2 O1 O2		
--	----------------------	--	--

**Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.**

37. Obtain updated maps and other visuals to aid PIOs and other incident personnel in briefing the media on incident status.	I1 I2 O1		
38. Take photographs and video of the incident and related activities.	I1 I2 O1 O2		
39. Obtain community street maps, emergency numbers for local contacts.	I1 I2 O1 O2		
40. Prepare and disseminate information internally to personnel on incident. <ul style="list-style-type: none"> <li>• Establish bulletin boards(s) at ICP and other incident locations.</li> <li>• Assist with development of newsletter as appropriate.</li> <li>• Develop news clipping sheet for posting at bulletin board locations.</li> </ul>	I1 I2 O1 O2		
41. Prepare briefing materials for VIP visits and assist with planning, coordination and logistics for visits.	I1 O1		



Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

**Competency: Ensure completion of assigned actions to meet identified objectives**

Description: Identify, analyze and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

TASK	C O D E	Evaluation Record Number	EVALUATOR: Initial & date upon completion of task
------	------------------	--------------------------------	---

**Behavior: Take appropriate action based on assessed risks.**

42. Initiate contact and respond to inquiries from media. <ul style="list-style-type: none"> <li>• Call wire services with initial information and updates.</li> <li>• Provide phone numbers for media to call for further information.</li> </ul>	I1 I2 O1 O2		
43. Serve as incident spokesperson.	I1 I2 O1 O2		
44. Be alert to rumors and take appropriate action.	I1 I2 O1 O2		

**Behavior: Modify approach based on evaluation of incident situation.**

45. Obtain information on special hazards or threats. <ul style="list-style-type: none"> <li>• Prepare briefing paper/news release for approval of Lead Information Officer, Incident Commander or Agency Administrator.</li> </ul>	I1 I2 O1		
---	----------------	--	--

**Behavior: Follow established and/or health and safety procedures relevant to given assignment.**

46. Follow health and safety procedures and be aware of incident-specific hazards. <ul style="list-style-type: none"> <li>• Have available and use appropriate personal protective equipment.</li> <li>• Follow established health and safety procedures.</li> <li>• Brief media and public on health and safety concerns of the incident.</li> </ul>	I1 I2 O1 O2		
47. Provide personal protective equipment to assisting and cooperating agencies.	I1 I2 O1		
48. Obtain clearance for access to incident from operations personnel.	I1 I2 O1		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

TASK	C O D E	Evaluation Record Number	EVALUATOR: Initial & date upon completion of task
------	------------------	--------------------------------	---

**Behavior: Provide logistical support as necessary.**

49. Arrange and schedule media access to the incident and obtain information on media personnel and media aircraft.	I1 I2 O1 O2		
50. Provide ground transportation and escorts for media.	I1 I2 O1		

**Behavior: Develop appropriate information releases and conduct media interviews according to established protocol.**

51. Develop information updates based on information received.	I1 I2 O1		
52. Gather information and prepare/update fact sheet/news release.	I1 I2 O1 O2		
53. Clear information release with the Lead Information Officer OR Incident Commander.	I1 I2 O1		
54. Inform media outlets of information center, phone numbers, location and operating hours.	I1 O1		
55. Conduct interview and provide updates to media calling the information center.	I1 I2 O1 O2		
56. Maintain log of media names, organization and types of requests for information.	I1 I2 O1		
57. Follow up on media requests for callbacks and additional information.	I1 I2 O1		
58. Gather and prepare press releases and other messages about the incident.	I1 I2 O1 O2		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

TASK	C O D E	Evaluation Record Number	EVALUATOR: Initial & date upon completion of task
59. Arrange and schedule phone and in-person interviews for the media with incident personnel.	I1 I2 O1		
60. Determine when Incident Commander and other personnel will be available for media interviews.	I1 I2 O1		
61. Arrange interviews/briefings for the media with Incident Commander and other incident personnel.	I1 I2 O1		
62. Handle community relations responsibilities, as needed. <ul style="list-style-type: none"> <li>• <i>Make initial contacts and updates for community leaders and other local cooperating public service.</i></li> <li>• <i>Moderate, host or prepare for information briefings.</i></li> <li>• <i>Inform affected public about evacuation centers.</i></li> </ul>	I1 I2 O1		
63. Obtain information on special hazards or threats. <ul style="list-style-type: none"> <li>• <i>Prepare briefing paper/news release for approval of Incident Commander or Agency Administrator.</i></li> </ul>	I1 I2 O1		
64. Prepare a fact sheet and/or news release that describes the nature of the incident and addresses who, what, where, when and why. <ul style="list-style-type: none"> <li>• <i>Size.</i></li> <li>• <i>Location (proximity to well-known locations or communities).</i></li> <li>• <i>Time and date of origin.</i></li> <li>• <i>Cause (if cleared).</i></li> <li>• <i>What is threatened.</i></li> <li>• <i>Priorities and values to be protected (life, property, etc.)</i></li> <li>• <i>Costs to date.</i></li> <li>• <i>Damages (property and resources).</i></li> <li>• <i>Current and expected weather conditions.</i></li> <li>• <i>Predicted changes in the incident.</i></li> <li>• <i>Agencies/jurisdiction.</i></li> <li>• <i>Cooperating agencies.</i></li> <li>• <i>Equipment and resources committed and responding.</i></li> </ul>	I1 I2 O1		

**Behavior: Plan for demobilization and ensure demobilization procedures are followed.**

65. Receive demobilization instructions from supervisor.	I1 O1		
66. Ensure incident and agency/organization demobilization procedures are followed.	I1 O1		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

TASK	C O D E	Evaluation Record Number	EVALUATOR: Initial & date upon completion of task
------	------------------	--------------------------------	---

**Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.**

67. Determine with replacement time of transfer.	I1 O1		
68. Communicate transition of duties to operations and command staff.	I1 O1		
69. If necessary, coordinate with agencies about transfer of command back to local jurisdiction.	I1 O1		

**INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD**

A separate Evaluation Record needs to be completed for each incident, event, full-scale exercise, functional exercise, tabletop, daily duties, or in a classroom where a Trainee can be evaluated and is required for any task signed off in the PTB. If additional Evaluation Records are needed, a page can be copied from a blank task book and attached.

**Each Evaluation Record will need to have the following information provided:**

**Evaluation Record #:** *The number at the top of the evaluation record which identifies a particular incident or group of incidents. This number should be placed in the column labeled "Evaluation Record #" on the PTB for each task performed satisfactorily. This number enables reviewers of the completed PTB to ascertain the qualifications of the different evaluators prior to making the appropriate sign-off on the PTB.*

**Trainee Name:** *Insert the Trainee's full name.*

**Trainee Position:** *Insert the Trainee's ICS Trainee position.*

**Evaluator's Information:**

**Evaluator's Name:** *Insert the Evaluator's full name.*

**Incident Position/Assignment:** *Identify the ICS position the Evaluator selected during this evaluation.*

**Evaluator's Agency/Organization:** *Identify the agency/organization the Evaluator is representing*

**Evaluator's Office Title:** *Identify the position or title the Evaluator has within their home agency/organization.*

**Agency/Organization Address:** *Insert the mailing address of the Agency/Organization where the Evaluator receives US mail service.*

**Phone and E-mail:** *Insert the Evaluator's phone number and e-mail address.*

**Evaluator's Relevant Certification Qualification System:** *List the evaluator's NIMS ICS certification relevant to the Trainee position supervised and the Qualification System (i.e., IIMTQS, NWCG, USCG).*

**Name and Location of Exercise/Event/Incident:** *Identify the name and location where the tasks were evaluated.*

**Exercise/Event/Incident Kind and Complexity:** *Enter type of incident (hazmat, tornado, flood, structural fire, search and rescue, tabletop exercise, full scale exercise, etc.) and complexity of incident or sub-incident that the evaluation is for by Type (Type 1, 2, 3, etc).*

**Number and Type of Resources:** *Enter the number and type of resources assigned to the incident pertinent to the Trainee's position.*

**Duration:** *Enter inclusive dates during which the Trainee was evaluated and number of operational periods in Trainee status. This block may indicate a span of time covering small incidents/events considered (or managed) as one on-going incident if the Trainee has been evaluated on that basis.*

**Recommendation:** *Check as appropriate and/or make comments regarding the future needs for development of this Trainee.*

**Recommendations/Comments:** *Provide comments and observations of the Trainee while they were assigned to the incident/event/exercise. The ICS 225 can also be completed and used as an accompanying document to record the incident experience or it can be used as guidance on the type of information that is necessary in this section of the Evaluation Record.*

**Evaluator's Signature:** *Evaluator signs here.*

**Date:** *Indicate the calendar date the record is being completed.*

**Evaluator's Initial:** *Initial here to authenticate recommendations and to allow for comparison with initials in the PTB.*

Evaluation Record # 1

TRAINEE NAME	TRAINEE POSITION
<b>Evaluator's Information</b>	
Evaluator's Name:	
Incident Position/Assignment	
Evaluator's Agency/Organization:	
Evaluator's Office Title:	
Agency/Organization Address:	
Phone and Email:	
Evaluator's Relevant Certification and Qualification System:	
Name and Location of Exercise/Event/Incident Kind:	
Exercise/Event/Incident Type ( <i>hazmat, tornado, flood, structural fire, search and rescue, tabletop exercise, full scale exercise, etc.</i> ) and Complexity ( <i>Type 1, 2, 3, etc.</i> ):	
Number and Type of Resources Pertinent to Trainee's Position: ( <i>number of personnel being supervised, number of resources by type and kind</i> )	
Duration: ( <i>inclusive dates in Trainee status and number of operational periods in Trainee status</i> )	
<p><b>Recommendation:</b> The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual attempted but was not able to successfully complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ The individual is deficient in the performance of tasks for the position and needs further training in both required knowledge and skills prior to additional assignment(s) as a Trainee (comments below).</p> <p>Recommendations/Comments (<i>Attach additional comment sheets as needed. Also see ICS-225: Incident Personnel Performance Rating</i>):</p>	
Evaluator's Signature:	Date:
Evaluator's Initials:	

**Evaluation Record # 2**

TRAINEE NAME	TRAINEE POSITION
<b>Evaluator's Information</b>	
Evaluator's Name:	
Incident Position/Assignment	
Evaluator's Agency/Organization:	
Evaluator's Office Title:	
Agency/Organization Address:	
Phone and Email:	
Evaluator's Relevant Certification and Qualification System:	
Name and Location of Exercise/Event/Incident Kind:	
Exercise/Event/Incident Type ( <i>hazmat, tornado, flood, structural fire, search and rescue, tabletop exercise, full scale exercise, etc.</i> ) and Complexity ( <i>Type 1, 2, 3, etc.</i> ):	
Number and Type of Resources Pertinent to Trainee's Position: ( <i>number of personnel being supervised, number of resources by type and kind</i> )	
Duration: ( <i>inclusive dates in Trainee status and number of operational periods in Trainee status</i> )	
<p><b>Recommendation:</b> The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual attempted but was not able to successfully complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ The individual is deficient in the performance of tasks for the position and needs further training in both required knowledge and skills prior to additional assignment(s) as a Trainee (comments below).</p> <p>Recommendations/Comments (<i>Attach additional comment sheets as needed. Also see ICS-225: Incident Personnel Performance Rating</i>):</p>	
Evaluator's Signature:	Date:
Evaluator's Initials:	

Evaluation Record # 3

TRAINEE NAME	TRAINEE POSITION
<b>Evaluator's Information</b>	
Evaluator's Name:	
Incident Position/Assignment	
Evaluator's Agency/Organization:	
Evaluator's Office Title:	
Agency/Organization Address:	
Phone and Email:	
Evaluator's Relevant Certification and Qualification System:	
Name and Location of Exercise/Event/Incident Kind:	
Exercise/Event/Incident Type ( <i>hazmat, tornado, flood, structural fire, search and rescue, tabletop exercise, full scale exercise, etc.</i> ) and Complexity ( <i>Type 1, 2, 3, etc.</i> ):	
Number and Type of Resources Pertinent to Trainee's Position: ( <i>number of personnel being supervised, number of resources by type and kind</i> )	
Duration: ( <i>inclusive dates in Trainee status and number of operational periods in Trainee status</i> )	
<p><b>Recommendation:</b> The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual attempted but was not able to successfully complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ The individual is deficient in the performance of tasks for the position and needs further training in both required knowledge and skills prior to additional assignment(s) as a Trainee (comments below).</p> <p>Recommendations/Comments (<i>Attach additional comment sheets as needed. Also see ICS-225: Incident Personnel Performance Rating</i>):</p>	
Evaluator's Signature:	Date:
Evaluator's Initials:	



Evaluation Record # 4

TRAINEE NAME	TRAINEE POSITION
<b>Evaluator's Information</b>	
Evaluator's Name:	
Incident Position/Assignment	
Evaluator's Agency/Organization:	
Evaluator's Office Title:	
Agency/Organization Address:	
Phone and Email:	
Evaluator's Relevant Certification and Qualification System:	
Name and Location of Exercise/Event/Incident Kind:	
Exercise/Event/Incident Type ( <i>hazmat, tornado, flood, structural fire, search and rescue, tabletop exercise, full scale exercise, etc.</i> ) and Complexity ( <i>Type 1, 2, 3, etc.</i> ):	
Number and Type of Resources Pertinent to Trainee's Position: ( <i>number of personnel being supervised, number of resources by type and kind</i> )	
Duration: ( <i>inclusive dates in Trainee status and number of operational periods in Trainee status</i> )	
<p><b>Recommendation:</b> The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual attempted but was not able to successfully complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ The individual is deficient in the performance of tasks for the position and needs further training in both required knowledge and skills prior to additional assignment(s) as a Trainee (comments below).</p> <p>Recommendations/Comments (<i>Attach additional comment sheets as needed. Also see ICS-225: Incident Personnel Performance Rating</i>):</p>	
Evaluator's Signature:	Date:
Evaluator's Initials:	

(Blank Page)

