

JIC Manager

Mission: The JIC Manager is responsible for overseeing the operations of the JIC, PIO functions and staff.

Date: Date: _____ Start: _____ End: _____ Position to Report to: _____			
Signature: _____		Initial: _____	
Command Center Location: _____		Radio Title: _____ Fax: _____	
Telephone: _____		Cell/Pager: _____ Email: _____	

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment/instruction from the JIC PIO Lead.		
Obtain situational briefing from JIC PIO Lead.		
Read this entire job action sheet, review JIC Org Chart and put on vest.		
Review JIC operations objectives with JIC PIO lead, including deadlines.		
Assist JIC PIO Lead with staff call down list, making assignments and completing the JIC Org Chart.		
Assign Admin Support staff to support JIC and assist with JIC set up and workstations.		
Instruct Admin support to hand out RC material packets, preloaded flash drives, etc.		
Post important key contact numbers and relevant operational information on white boards.		
Support JIC PIO Lead by maintaining managerial oversight of JIC Unit Leads and operations.		
Provide guidance and support to JIC Unit Leads on roles and responsibilities.		
Obtain regular reports from each JIC Unit Lead to report back to JIC PIO Lead. Report back any relevant information to JIC Unit Leads, every 20 minutes.		
Intermediate (Operational Period 2-12 Hours)	Time	Initial
Support JIC PIO Lead by maintaining managerial oversight of JIC Unit Leads and operations.		
Manage and oversee JIC while JIC Lead is in meetings/ briefings.		
Clarify issues with JIC PIO Lead and provide direction to staff as needed.		
Assess flow of operations and determine if staff reassignments need to be made based upon unit productivity and effectiveness.		
Obtain regular reports from each JIC Unit Lead and provide all reports to JIC PIO Lead.		
Instruct EOC liaison to verify information and clarify issues as needed to report back.		
Provide situational briefing updates and other key information to all JIC staff.		
Determine additional public informational needs based upon main JIC Unit Leads, rapid response unit, etc.		
If a virtual JIC is called, secure and set up necessary equipment and technology needed.		
Extended (Operational Period Beyond 12 Hours)	Time	Initial
Access JIC operational needs during a prolonged event.		
Continue to obtain verified information and provide updated briefings to JIC PIO Lead and Staff.		
Continue to receive briefings from JIC Unit Leads and report back to JIC PIO Lead.		
Evaluate the effectiveness of information distribution and consider less traditional methods if needed.		

<i>Extended Continued...</i>		
Continue to assess operations flow and determine if staff reassignments are necessary.		
Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques for all staff.		
Observe JIC staff for signs of stress or atypical behavior. Make reassignments as necessary and notify the JIC PIO Lead.		
Continue to review informational reports as needed.		
Document activities and provide reports to JIC PIO Lead.		
At shift change, provide detailed status report and written materials to replacement staff.		
Evaluate JIC operations.		
Demobilization/System Recovery	Time	Initial
As need for media response decreases, ensure that JIC operations staff return to their normal jobs by combining or deactivating positions		
Instruct Admin Support to assist in deactivation procedures and ensure return of all equipment and supplies, including all assigned incident command equipment.		
Coordinate release of final briefings and reports from each JIC unit.		
Brief JIC PIO Lead regarding any problems, outstanding issues, and follow-up requirements		
Assist JIC PIO Lead in preparing final status reports upon deactivation of position		
Collect and document observations, lessons learned and recommendations for improvements for possible inclusion in the After Action Report.		
Participate in after-action debriefings with the JIC PIO Lead as needed.		
Conduct post-event evaluation		
Document/Tools		
<ul style="list-style-type: none"> - Crisis Emergency Risk Communications Operational Manual - Supplemental background info/ materials. - Jump drives with JIC and Risk Communication Documents - JIC staff org chart, Job Action Sheets, & Roles/Responsibilities list - PIO call-down lists - EOC communications directories - EOC Org Charts - Key Contact Lists - Field Maps - Equipment and supplies list 		