



Region 2 Public Information Officer Network

www.iowaregion2preparedness.com/publicinfoofficerinfo.html

Potential PIO Go-Kit and Resource Items

- Laptop & accessories
- portable printer & accessories (bag, paper, ink)
- LCD projector and/or accessories
- Software (such as to do media layouts- Adobe, Publisher, etc)
- Power inverter to use laptop in car
- Power strip
- Case/bag for equipment
- Flash drives
- TV
- DVD player/ DVD burner (and DVDs) to record media spots for monitoring messages
- Open Meetings Handbook: Iowa Freedom of Information Council has published a new edition to their handbook in regards to the state's open meeting and records law. At a minimal price of \$2 per book, this would be a good tool for the PIO. When dealing with the media, it's very imperative to understand their rights and having this booklet will provide some guidance. More information on the booklet is available at http://www.drakejournalism.com/newsite_ifoic/
- Smartphone
- Digital camera & accessories
- Digital video camera & accessories- recommend flip vide camera
- Associated Press (AP) style book- <http://www.apstylebook.com/>
- Portable sound system and equipment
- Office supplies- paper (cardstock), sharpie, pencils
- Hygiene items- clean shirt/jacket, toothbrush/toothpaste, floss, mints, make-up, comb, mirror
- Hard and Digital copies of: media contact list, staff/partner contact list, risk communication plan, other appropriate agency/partner plans and attachments