



Region 2 Emergency Preparedness PIO Network

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Updated June, 2011

items highlighted have been updated since last version

Region 2 Public Information Officer Network 2010 Workplan

Number	Task	Timeline	Responsible Party
1	Maintain PIO pages on Region 2 website	Ongoing- pages created April 2010	Elizabeth Faber Members to send her info
2	Create contact directory	Ongoing	Elizabeth Faber Members to send her info
3	Spokesperson Training	DVD project complete	Nancy Sacquitne, Sandi Lincoln, Alex Carfrae
4	Develop guidelines on PIO training recommendations	Finalized and on website	Holly Fokkena
5	Actual Experience Sharing	May 14, 2010	Holly Fokkena- Butler Co Michele Appelgate- Cerro Gordo
6	Compile resources on Joint Information Center- definition, tips, equipment, training, etc	Equipment list started by Joann Boyer	Steve O'Neil, Jodi Ball, Joann Boyer
7	Develop PIO resources list for webpage	complete	Kim Marker, Gina Schnathorst
8	Create Google Docs account and give members access	Will practice in upcoming months	Elizabeth Faber, Kip Ladage
9	Develop memorandum of understanding (MOU) templates and guidelines for use		Steve O'Neil
10	Media Conversation- schedule media for face to face	Completed- April and June 2011 To be repeated in 2012	Jenni Swart, Alanna Davison
11	Facilitate meetings- arrange webinars/face to face locations, meeting agendas, meeting notes, email reminders, etc	Ongoing	Elizabeth Faber
12	Develop acronym list		Steve O'Neil
13	Develop list of PIO supply/equipment needs- what to put on flashdrive, what to have on person at all times	Elizabeth did create one and will post to website- Dec 2010	Gloria Carr
14	Arrange trainings for PIO Network		Eric Whipple, Elaine Slade, Bruce Goetsch
15	Social Media Resources	Kathy P gave draft sheet in June 2011- asking for additions	Kathy Preston, Liz Waddingham Nola Aigner to assist
16	regarding developing tips for how to build relationships with local media		Liz Waddingham

17	Modify media panel questions for locals to use in their area with media- perhaps at a multidisciplinary mtg	Already completed- Elizabeth to post to website	Elizabeth Faber
18	County PH PIO list for media	ongoing	Elizabeth
19	Drill creation for PIO Network	Bridget and Elizabeth to search for JIC exercise	Bridget Edson

Region 2 PIO Network Schedule of Meetings

Meeting Date	Format (webinar/face to face)	Topic	Person Responsible
April 16, 2010 11:00 a.m.	Webinar	Finalize workplan – assign topics to members	Elizabeth Faber
May 14, 2010 9:00 a.m.	Face to face- Mason City PD	Actual experience- PIO in the field	Michele Appelgate & Holly Fokkena- presentation Elizabeth Faber- facilitate conversation with all attendees
June 17, 2010 9:00 a.m.	Webinar	Update status on workplan and upcoming meetings/trainings	Elizabeth Faber
August 20, 2010 9:30 a.m.	Face to Face- Mason City PD	Press Conference Training	Michele Appelgate
October 1, 2010	Face to Face- Mason City PD	Social Media 101 training (using facebook/twitter during disaster, google docs)	Elizabeth Faber
December 3, 2010	Face To face- Mason City Mercy West Campus Conf Room #1	Review of workplan tasks, hands on social media	Elizabeth Faber
February 4, 2011	Webinar	Review of workplan tasks, discussion on funding for spokesperson DVD project	Elizabeth Faber
April 26, 2011	Face to Face- Mason City Mercy West Campus Conf Room #1	Media Conversation, workplan tasks review	Jenni Swart, Elizabeth Faber
June 9, 2011	Charles City Public Library	Media Conversation with TV, workplan tasks review	Elizabeth Faber

For more information about the Region 2 PIO Network or to join, please contact:

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