Checklist: Opening a JIC

Steps taken by JIC Manager

___ Determine who is the Lead PIO

___ Determine the JIC location

___ Assign a JIC Manager (consider assigning a VJIC Manager also)

___ Ensure the chosen location is available and usable

___ Send PIO call-out; include in message where to meet and who to call for more information.

___ Check/assemble supplies and equipment

___ Test equipment: phones (VOIP, mobile, landlines), internet, radios, etc.?

___ Maintain roster of responding PIOs and other support personnel

___ Assign PIOs and other personnel to roles as applicable

___ Once a majority of PIOs are present, hold a situation assessment briefing

___ Review JIS protocol

___ Determine AM/PM internal briefings and assign PIOs external meetings attendance

___ Announce to the news media that the JIC is operational

___ First news release lists JIC personnel, phone and fax numbers etc.

___ Prepare scheduled tasks for next operational period