

## **Joint Information Center Manager Role & Responsibilities**

Responsibilities include but are not limited to:

- Assists in opening the JIC facility
- Ensures that JIC equipment (e.g. phone lines, copier, printer) is operational
- Establishes work schedule for personnel and representing agencies (staff)
- Ensures that JIC staff complete the necessary ICS paperwork
- Requests and assign appropriately typed PIOs to work in the JIC
- Oversees PIOs checking into and out of the JIC based on demobilization and established glide path

The JIC Manager is a behind-the-scenes facilitator who primarily focuses on the operation of the facility and equipment which keep the JIC operating. In some cases, the JIC and the KPB Call Center will be joined to eliminate duplication and create efficiencies.

The JIC Manager establishes JIC working hours and an operating schedule ensures documentation of the JIC operations. The JIC Manager updates and advises the Lead PIO on JIC capabilities.

Examples of issues and questions the JIC Manager can address are: working phone lines for phones and faxes; how to acquire office supplies; feeding everyone in the JIC during a long-term incident; acquiring TVs and radios for media monitoring; acquiring news conference equipment such as a podium, microphone and backdrop; keeping track of who is working in the JIC and who might need relief; obtaining maps and graphics of the affected area; assessing needs for future operational periods.

### **Scheduling**

The JIC Manager creates a work schedule based on the needs of the incident. The JIC Manager needs to work with everyone from the Lead PIO to the Field PIOs to make sure JIC personnel are getting and confirming accurate information.

### **Additional Support**

The JIC Manager may need to establish and supervise Assistants to handle logistical tasks such as news conference room set-up, incident within an incident, restocking supplies or picking up food.