

**G290 Basic Public information Officer Train-the-Trainer**

**Location:** NJSP Headquarters (ROIC) Bldg 18  
1 River Rd, West Trenton, NJ

**Dates:** September 21, 2017

**Time:** 8:30 a.m. - 4:00 p.m. Application due by 9-1-2017



**Additional Information:**

- IS -29 basic PIO Awareness is a required course for the course or prior attendance in the G289 PIO Awareness course. Please submit a copy of your certificate(s) with your application.  
<http://www.training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-29>
- ICS 100, 200, 700 Highly recommended

**Course Purpose: (Train-the Trainer)**

This 1-day course will equip participants/trainers with the basic skills needed to be full- or part-time PIOs such as oral and written communications, and understanding and working with the media, and basic tools and techniques needed to perform effectively.

**Course Objectives**

At the end of the course, participants should be able to:

- Demonstrate how to communicate emergency public information effectively in writing to the public through the news media.
- Describe actions the PIO can take to prepare for and conduct an effective interview with the news media.
- Demonstrate the ability to answer questions effectively during an on-camera interview.
- Describe how to effectively perform the responsibilities of the PIO at the scene of an incident.
- Describe the JIS/JIC concepts as they apply to the public information function in an expanding incident.
- Participate in a panel discussion with members of the news media.

**Target Audience**

The primary audience for this training is individuals who have recently been assigned to public information responsibilities as their main job or as an auxiliary function at the State, tribal, or local level of government.

Class size limited to 24, registration is required: [NJOEM Training Application](#).

**The target audience for this course includes the following local government positions and allied professionals:**

- Medical Examiners/Coroners
- Funeral Directors
- Law Enforcement Personnel
- Fire Department Personnel
- Emergency Medical Services Personnel
- Emergency Planners
- Emergency Management Personnel
- Public Officials
- Health Official/Care Administrator or Planner
- Media (Public Information Officers)
- Public Works Personnel
- Members of the Clergy
- The Salvation Army Personnel
- American Red Cross Personnel
- Forensic specialists
- National Guard Members
- Transportation (railroads, etc.) Personnel
- Other significant disaster workers
- Community Planner and Staff
- Business and Private Organization Representative

Registration is required: [NJOEM Training Application](#). Fill out the application completely and email/send it to [lppcasht@gw.njsp.org](mailto:lppcasht@gw.njsp.org), 609-882-2000 Ext 6214 **or fax it to 609-671-0160**. **Addition information is required to document instruction experience. See attached forms in addition to application form.**

The Training Exercise Unit web link is

[http://www.state.nj.us/njoem/programs/field\\_training.html](http://www.state.nj.us/njoem/programs/field_training.html)

**You will be contacted by email when your application is received and approved.**