

UTAH FIRE SERVICE CERTIFICATION SYSTEM

PUBLIC INFORMATION OFFICER

NFPA 1030, 2024 Edition
Chapter 12

PUBLIC INFORMATION OFFICER TRAINING RECORD/IN-HOUSE COMPREHENSIVE FORM

Candidate Name:		Department:	
Candidate Signature:		Date of Completion:	
Chief/Training Officer:		Chief/Training Officer Signature:	

This form may be completed on a computer but must be printed out for the Certification tester to verify on test day. The date of completion must be filled in and the signatures of the chief/training officer and the candidate must be original signatures. The signatures attest that all skills have been trained on and a complete in-house comprehensive exam was administered and passed. Falsification of signatures or any component of this document may result in the revocation, suspension, or denial of certification.

SECTION	TRAINING RECORD		IN-HOUSE COMPREHENSIVE EXAMS			SKILL
	DATE	INSTRUCTOR	DATE	INSTRUCTOR	PASS	
12.2.1, 12.2.3, 12.2.5, 12.2.9						<p>Part 1. Establish a media area at an emergency incident so that the area provides for the safety of all media representatives, allows communication with the incident commander, and is accessible and clearly identified.</p> <p>Part 2. Conduct a media interview so that all information compiled on worksheets is disseminated to the media in a timely, accurate, and understandable manner.</p>
12.2.4, 12.2.7						Coordinate dissemination of information to the media (using a completed News Release, an Incident Information worksheet, and/or a Media Advisory) so that the information is communicated to the media accurately, in the correct format, and within the desired time frame.
12.2.6						Prepare a one-page Media Advisory so that the objectives are met and the information is communicated to the groups accurately and within the desired time frame.
12.1.2, 12.2.5						Prepare a one- to two-page News Release so that the objectives are met and the information is communicated to the groups accurately and within the desired time frame.
12.2.9						Coordinate a press conference for local media so that a site is obtained, desired media are notified, a press conference agenda is established, media materials are created, and participants in the conference are notified.

12.2.4, 12.2.9						Coordinate dissemination of information to specific community groups (for example: the city council, care centers, businesses, residential groups, the county commission, a community council, etc.) so that the information is communicated to the groups accurately and within the desired time frame.
12.2.8						Coordinate dissemination of information to an internal target audience so that the information is communicated to the target audience accurately, in the correct format, and within the desired time frame.
12.2.2, 12.2.10						Develop a social media communication plan for dissemination of information through applicable electronic forms of communication, given organizational policies and access to media outlets.