

# Kansas Division of Emergency Management Training

Register online at <https://ks.train.org> • Search for Course ID: 1061325

## G290-Basic Public Information Officer Course

December 19-20, 2016 • 8:30am to 5pm  
Avondale East Elementary Media Rooms 1&2  
455 SE Golf Park Blvd. Topeka, KS

Emergency Public Information Officers (PIOs) are responsible for ensuring that the affected public receives accurate and timely information during an emergency. Armed with good information, people are better able to make good decisions, and in doing so, contribute to the overall response goal of saving lives and protecting property.

The (2-day) course is designed to prepare participants to function as full—or part-time PIOs. Additionally, this training is a prerequisite and foundation for more advanced training that takes participants from the awareness level to the mastery level in their public information careers.

This training will equip participants with the basic skills required for PIOs such as oral and written communications, understanding and working with the media, and basic tools and techniques needed to perform effectively.

### Target Audience:

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

### Objectives:

- 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
- Participate in a panel discussion with members of the news media
- Describe the JIS/JIC concepts as they apply to the public information function in an expanding incident

**The deadline to register is Dec 5, 2016. Lodging arrangements can be made by contacting Greg Myer at [Greg.S.Myer.nfg@mail.mil](mailto:Greg.S.Myer.nfg@mail.mil)**

Visit our website for a full listing of courses available in Kansas <http://www.kansastag.gov/KDEM.asp?PageID=266>

### Need help?

Isabel Herrera Schultes at [maria.i.herrera13.nfg@mail.mil](mailto:maria.i.herrera13.nfg@mail.mil) (785) 274-1412 OR KS-TRAIN Help Desk [helpdesk@kdheks.gov](mailto:helpdesk@kdheks.gov) (785) 296-5655

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### KS-TRAIN FAQs

• **How do I sign up for a TRAIN user account?**

Log onto <https://ks.train.org>. Click on "Create an Account," which appears underneath the login on the left hand side of the screen. Review and accept the Terms and Conditions. Fill out all of the necessary information on the subsequent pages. (If you'd like, you can also fill in the optional information.) When you have finished, click "Continue" to enter the site.

• **How do I find courses to take?**

There are several ways to do this. If you have a Course ID Number: enter this number in the "Search by Course ID" box (the second pale-blue box below the Kansas Seal). If you don't know the Course ID number you can click the "Course Search" link at the top of the screen. From this page you can click "Browse" to view all course offerings in TRAIN, or you can use any of the tools in the "Search Options" list to help narrow your results.

• **I've registered for a course – where do I find confirmation of this?**

All of your course registrations can be found by clicking "My Learning" from the home page. This will include all in-progress courses. *With courses offered by Kansas Emergency Management; you can expect to receive an email confirmation from our office within 3 working days after you submit your registration for approval.*

• **I signed up for a "Live" course and can no longer attend. Who should I contact?**

You can withdraw yourself from any course by going to the Course Management page and clicking the "Withdraw" button. You can also contact Isabel Herrera Schultes at [maria.i.herrera13.nfg@mail.mil](mailto:maria.i.herrera13.nfg@mail.mil) or 785-274-1412 if you need help withdrawing.

**Please contact our office if you have any questions about this course.**

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*If you have a disability or need appropriate accommodations in order to fully participate in any training activity, please contact the State Training Officer, **Erin McGinnis**, at 785-274-1413, or [erin.m.mcginis2.nfg@mail.mil](mailto:erin.m.mcginis2.nfg@mail.mil) to discuss your specific needs.*