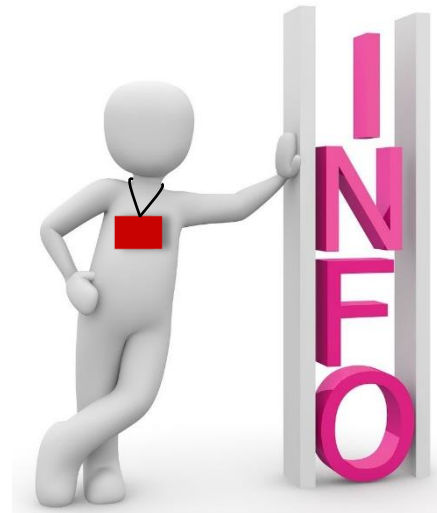


# Information Officer

The Information Officer is vitally important in the hub structure. The aim of this role is to coordinate all information for the hub. This includes all information coming in from the community alongside the information that may come in from the local responding agencies.

The Information Officer will need to ensure not only that all information is collected but that all relevant matters are displayed to the community. It is up to the volunteer group how this is done, but a common method will be to use display boards in/outside the hub. It may also be relevant to post certain information on community boards, or social media sites if appropriate.

If requests for information are made from responding agencies it is the role of the Information Officer to relay these to the Supervisor.



## Key Tasks



### Situation Board

- Display current information on the board.
- Display maps of the local area.
- Display key utility information and upcoming weather.



### Keep tabs on what information you need to know

- What information do you require to get a better overview of the situation.
- Is there a specific area of the community you haven't heard from?



### Manage all information and any volunteers

- Be the main source of information for the hub.
- Manage any extra information, volunteers and any related tasks.

## Suggested Situation Board Layout

