

Daily Mission MIO Data Sheet

Mission base: _____

Date: _____

Mission number _____ Mission base phone _____

Mission type _____

Geographical areas _____

Mission Personnel:

Incident Commander _____ Cellphone _____

Base Commander _____ Cellphone _____

Information Officer _____ Cellphone _____

Air Operations Officer _____ Cellphone _____

Safety Officer _____ Cellphone _____

Other Participating Agencies _____

Statistical Information:

Pilots _____ Aircrews _____ Ground Teams _____

Base Personnel _____ Sorties Flown _____ Hours Flown _____

Other Data:

Joint Information Center: (JIC) _____

Mission Public Affairs Officer Checklist

Mission Base:

Mission Number:

Date:

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- 1. Check in and establish credentials with administrative officer.
 - 2. Set up a public affairs table with display, chair, CAP info, signage.
 - 3. Get a briefing of the mission. Give a MIO briefing.
 - 4. Ask IC what information may or may not be released to the media.
 - 5. Fill out initial Mission MIO Data sheet.
 - 6. Get full list of mission staff and participating agencies.
 - 7. Prepare preliminary news release and fax.
 - 8. Get pertinent media information lined up and ready.
 - 9. Start media release log and mission activity log.
 - 10. Act as host to family members if no chaplain is available.
 - 11. Monitor news broadcasts. Correct any errors.
 - 12. Start taking photos of base and crews, ops staff.
 - 13. Get video recordings of same.
 - 14. Update MIO daily activity report.
 - 15. Update any participating agency MIOs.
 - 16. Prepare final news release for the day.
 - 17. Copy all releases, media and activity logs to Incident Commander.
 - 18. Collect any news clippings.
 - 19. Prepare packet to go to National of releases and clippings.
 - 20. Leave a set of reports and instructions for the following day.
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Daily Mission MIO Telephone List

Mission Bases:

Home

Cell

Page

Other

Incident Commander: _____

Mission Operations Officer: _____

Wing Commander: _____

Wing LO: _____

Wing MIO: _____

Coordinations Center: _____ Base Commander: _____

City Police: _____ County Sheriff: _____

State OEM: _____ Fire Dept. : _____

FAA : _____ Flight Service: _____

Local OES : _____ Red Cross: _____

Family Members: _____

Family Liaison: _____

Chaplain: _____

Critical Incident Stress Team: _____

The Mission Kit

- ❑ Laptop computer, small printer, modem cable, power cable, USB cable, CD-ROM blanks, USB data transfer device. Portable printer if you have one. Paper.
- ❑ News release templates and letterhead on disc or on laptop.
- ❑ Resource information.
- ❑ Clipboard, notebook, markers, pens, whiteout, paper clips, tape, stapler, post-it notes.
- ❑ Tabletop display and a small wipe-off marking board for messages.
- ❑ CAP mission kit, brochures and CAP marketing materials.
- ❑ Digital camera, extra batteries, memory. Camcorder if available.
- ❑ Cell phone.
- ❑ PDA or palm device.
- ❑ Prepared Press Kits.

Biographical / Interview Information Form

Mission Number:

Base:

Date:

Name: _____ Date Joined CAP (if member): _____

Unit or Agency Affiliation: _____

Address: _____

Phones/Cellphones/Pagers/Fax/email: _____

Occupation or Titles _____

DOB: _____ Marital Status : _____

Pilot (Y/N) : _____ Ratings: _____

Aircraft owner: _____ Type: _____

Military: _____

Observer/Scanner/ Other: _____

Emergency Services Specialty/rating : _____

Other notes: _____

Notable Intelligence:
