

## Building the JIS/JIC Worksheet -

**Instructions:** This worksheet asks you to assess your current situation in four areas and to identify resources you can tap or actions you can take to enhance your capabilities to develop and maintain a strong Joint Information System (JIS)/Joint Information Center (JIC).

### ***PART I: Developing Positive Working Relationships With PIOs and the News Media***

Relationships with PIOs within your jurisdiction	<p>Current Assessment:</p> <ul style="list-style-type: none"> <li>• Already have strong relationships</li> <li>• Would like to further develop relationships</li> </ul>	How I will further develop relationships with PIOs within my jurisdiction:
Relationships with PIOs from neighboring jurisdictions and at the State level	<p>Current Assessment:</p> <ul style="list-style-type: none"> <li>• Already have strong relationships</li> <li>• Would like to further develop relationships</li> </ul>	How I will further develop relationships with PIOs from neighboring jurisdictions and the State:
Relationships with the news media (e.g., conduct regular outreach; have current contact information)	<p>Current Assessment:</p> <ul style="list-style-type: none"> <li>• Already have strong relationships</li> <li>• Would like to further develop relationships</li> </ul>	How I will further develop relationships with the news media:

***PART II: Identifying Resources for Organizing and Leading a Local JIC***

<p>JIC staffing from within your own organization (consider all positions that could supplement PIO staff) and from outside your organization (e.g., other agencies, higher education institutions, professional organizations)</p>	<p>Current Assessment:</p> <ul style="list-style-type: none"> <li>• Already have strong relationships</li> <li>• Would like to further develop relationships</li> </ul>	<p>Potential JIC staffing I have identified for:</p> <ul style="list-style-type: none"> <li>• Information gathering and analysis:</li> <li>• Writing:</li> <li>• Graphics:</li> <li>• Photography:</li> <li>• Videography:</li> <li>• Media relations:</li> <li>• Dissemination:</li> <li>• Media monitoring:</li> <li>• Support:</li> </ul>
<p>Possible JIC location</p>	<p>Current Assessment:</p> <ul style="list-style-type: none"> <li>• Already have strong relationships</li> <li>• Would like to further develop relationships</li> </ul>	<p>Potential JIC location I have identified, or actions I will take to identify a location:</p>
<p>Possible JIC equipment and supplies (consult the JIC Readiness Assessment checklist in your Student Manual for ideas)</p>	<p>Current Assessment:</p> <ul style="list-style-type: none"> <li>• Already have strong relationships</li> <li>• Would like to further develop relationships</li> </ul>	<p>Potential source(s) of JIC equipment and supplies I have identified, or actions I will take to identify source(s):</p>

***PART III: Developing Relationships With State and Federal Partners***

Relationships with State partners	<p>Current Assessment:</p> <ul style="list-style-type: none"> <li>• Already have strong relationships</li> <li>• Would like to further develop relationships</li> </ul>	How I will further develop relationships with State partners:
Relationships with Federal partners	<p>Current Assessment:</p> <ul style="list-style-type: none"> <li>• Already have strong relationships</li> <li>• Would like to further develop relationships</li> </ul>	How I will further develop relationships with Federal partners:

***PART IV: Building a Strong Knowledge Base***

Knowledge of emergency management concepts (e.g., ICS, NIMS)	<p>Current Assessment:</p> <ul style="list-style-type: none"> <li>• Already quite knowledgeable</li> <li>• Would like to learn more</li> </ul>	How I will enhance knowledge of NIMS and ICS:
Knowledge of local emergency management (e.g., local EOP and your organization's role)	<p>Current Assessment:</p> <ul style="list-style-type: none"> <li>• Already quite knowledgeable</li> <li>• Would like to learn more</li> </ul>	How I will enhance knowledge of local emergency management:
Knowledge of organization's programs, operations, and SOP (e.g., can speak knowledgeably; have contact information for key personnel)	<p>Current Assessment:</p> <ul style="list-style-type: none"> <li>• Already quite knowledgeable</li> <li>• Would like to learn more</li> </ul>	How I will enhance knowledge of my organization: