

# Hauser Lake Fire Protection District

## Standard Operating Guideline Public Information

Effective: \_10 /01 /08 Revised 12/22/08

SOG 011

### **11.01 Purpose:**

The purpose of this procedure is to outline a procedure, which will establish and maintain a positive operating relationship with the news media and the public. This document will also provide guidelines to members of the news media for requesting information concerning emergency and non-emergency incidents.

### **11.02 History:**

The District is requested from time to time to make available the District's records to the public for various reasons.

### **11.03 Public Information Officer**

#### **A. Emergency Incidents:**

The Incident Commander shall be responsible for the management and release of all public information at an emergency unless that responsibility has been assigned to another. All members will be courteous and helpful to members of the press at all times. When members of the press enter a dangerous area in which they may hamper an operation, hamper an investigation or become a hazard to themselves or emergency responders, they shall be requested to leave the area in a polite but firm manner. Police assistance may be requested if necessary.

Incident Commanders or person designated as the P.I.O. shall limit their comments to those that specifically concern the nature of the incident. For example, time of alarm, apparatus and personnel utilized, mutual aid or other agencies requested, etc. Personal opinion about an incident shall not be part of the official comments. A press release should be issued by the I.C. or P.I.O. as soon as possible after completion of the incident. A copy of the press release will be attached to the Incident Report.

The cause/origin of a fire, names and addresses of fatalities, building owners, estimates of damage and other items which require investigation or notification for legal purposes shall never be released as statements to the press until the official investigation is completed.

#### **B. Non-Emergency Incidents:**

The District Chief is designated as the Public Information Officer for the Fire District. All requests for interviews of members will be routed through the District Chief. The District Chief is responsible for releasing information concerning the District's actions, business affairs or positions on a routine basis. The Chief may designate another member to serve as Public Information Officer if Necessary.

**11.04 Release of Official Reports:** See Public Records Policy 007.

# Hauser Lake Fire Protection District

## Request for Release of Official Information

Date of Request: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Time of Request: \_\_\_\_ : \_\_\_\_ am/pm

Name of Person Making Request: \_\_\_\_\_

Agency Represented: \_\_\_\_\_

Description of Information Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Pages: \_\_\_\_\_

Fee: \_\_\_\_\_ (\$10.00 minimum plus postage and packaging)

Person Receiving Request: \_\_\_\_\_

Request for Release Approved: \_\_\_\_\_  
(Signature of *District Fire Chief*)

Date Provided to Requesting Person: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Note: Only official Fire District records may be released. These records include: Fire Incident Reports, Fire Incident Narratives, Pre-Hospital Worksheets, Post Incident Analysis, Fire Inspection Report and Fire Investigation Report. All requests for information shall be approved by the District Chief prior to release.

SOP 109