

# Thurston County Fire Protection District 8

## HR/LF POLICY



<b>POLICY TITLE:</b>	Public Information
<b>POLICY NUMBER:</b>	1-91-PO-00
<b>REVISION:</b>	2
<b>DATE ISSUED/REVISED:</b>	<b>DRAFT</b>
<b>BOARD APPROVAL SIGNATURE:</b>	

It is the goal of the District to provide timely and accurate information to the public, as well as to foster and maintain a positive relationship with the public and media. This Policy shall provide guidelines for operational release of information to the public and media.

**I. Day-to-Day Operations:** all routine requests for information (whether from the public or media) shall be referred to the Fire Chief or designee as soon as practical.

**II. Emergency Operations:** requests for information by the media on or at a particular incident will be referred to the Incident Commander (or assigned designee such as incident public information officer), who will take action as appropriate.

Information that may be released includes:

1. The address and type of occupancy involved;
2. General description of the situation found and actions taken;
3. Estimate of damage (“light”, “moderate” or “heavy”)but not an estimated dollar loss;
4. Probable cause if known (if uncertain/unknown it is “undetermined”);
5. The name(s) of the property owners (if known); and
6. For a fire, the performance of a sprinkler system or fire alarm/detection system.

Information that may not be released includes:

7. EMS patient identity, residency or medical information;
8. Identity of juveniles, suspects to a crime or witnesses;
9. Personal opinions regarding the incident;
10. Information from any other agency without their approval;
11. Personal information regarding responders (name, address, phone number, etc.); and
12. Confidential cause/origin information related to an ongoing investigation.

**III. Media Releases, Newsletters, Pamphlets, Other:** all forms of public information releases on behalf of the District shall be in accordance with *District Policy 1-90 “District Strategic Communications”*.

**IV. Requests for Access to District Public Records:** all requests should be processed in accordance with *District Policy 1-20 “Public Access to District Records”*.