



WARE FIRE DEPARTMENT

Standard Operating Guideline

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SOG Title: Public Information and Education		
Approved by:	Re-evaluation Date: July 2009	Number of Pages: 2

Purpose: To provide a guideline for all department personnel to prevent disclosure of confidential information from an incident. Information disclosed to the media, family or others might cause personnel or the Department serious legal complications.

Scope: This guideline applies to all department personnel for all incidents, which the Ware Fire Department responds to or has knowledge of.

Enforcement: All officers shall be responsible for the enforcement of this guideline.

Application:

- Ware Fire Department personnel are not to disclose any information obtained during an incident to anyone.
- To avoid the wrong information being given, all personnel shall refrain from giving any information.
- All questions shall be referred to the on-duty officer.
- If there is no on-duty officer then all questions shall be referred to the Chief or Deputy Chief as soon as practical.
- The incident commander shall furnish press releases to the duty shift as soon as practical.
- Members of the department shall give no further information than what is furnished on the press release.
- Requests of specific information such as name of victims, age of victims, or other personal information shall not be given to the media, unless that information is furnished on the press release.
- All members shall make themselves aware of the HIPPA regulations and under no circumstances shall this regulation be violated.

- Any requests from other communities for emergency incident information shall be forwarded to the Chief or Deputy Chief. When receiving the request the following information shall be obtained:
 1. Date of emergency incident
 2. Time of incident
 3. Address of incident
 4. Any other information useful to fulfilling the request