

**CCEMS
COMMUNICATIONS POLICY 200-03
MEDIA RELATIONS**

I. PURPOSE

- 1.1 To establish a point of contact for local, state and national media requests.
- 1.2 To ensure the general public obtains correct, accurate and consistent information.

II. POLICY

- 2.1 All media correspondence will be directed to contact the CCEMS business office during normal operating hours.
 - 2.1.1 Should an incident warrant immediate media response all inquiries will be directed to contact the CCEMS Director.
- 2.2 CCEMS employees should refrain from speaking to any media via phone, e-mail or in person regarding medical or traumatic incidents, public health and business matters.
- 2.3 Only the Director or designee can facilitate a media response regarding incidents that pertain to CCEMS. Employees are strictly prohibited in facilitating media responses, scheduled interviews, press releases, news article submission or radio talk shows concerning CCEMS without the approval of the Director.
- 2.4 CCEMS employees should notify the Director immediately upon recognizing that an incident will possibly contain media involvement.
- 2.5 CCEMS employees should also refrain from speaking to the media regarding questions that may be directed toward another service or agency. Questions of this nature are to be handled by the CCEMS Director.
- 2.6 News releases, interviews and radio broadcasts pertaining to public relations events involving CCEMS must have prior approval from the Director.
- 2.7 No CCEMS employee shall provide media information that may be inaccurate, inconsistent, and harmful, violate CCEMS policy and/or HIPPA rights.

Director: _____

Effective: _____

Reviewed: _____

Revised: _____