

G-158

Incident Information Public Release Guideline

G-158.1 PURPOSE & SCOPE

The purpose of this standard is to establish a guideline for how incident information is released to the public.

G-158.2 GUIDELINE

It is the standard of the San Mateo County Fire Chiefs that all fire personnel assigned to an incident follow the procedures outline in this standard when releasing information about an incident.

G-158.3 REFERENCES

N/A

G-158.4 PROCEDURES

1. All official incident information, including photos and videos, must be approved by the Incident Commander(s) and/or the Agency-Having-Jurisdiction (AHJ).
2. All official information shall be released through the AHJ's public information communication channels (email, social media, etc.).
3. If another agency receives an inquiry about an incident that is not in their jurisdiction, they will be directed to contact the AHJ for official incident information.
4. All official social media posts for an emergency incident shall be posted by the IC and/or AHJ through their normal social media channels. Cooperating and assisting agency may repost the AHJ's social media posts.
5. Only the IC and/or AHJ shall release photo/videos of the incident publicly.
6. Any cooperating or assisting agency who would like to share additional information publicly shall first get approval from the IC and/or AHJ, this includes photos and videos.