

**FIRE DEPARTMENT
TOWN OF LANGFORD
MEDIA POLICY**

adopted 12/08/14

From time to time during the course of your service for the Fire Dept. of the Town of Langford you may receive unsolicited contact from representatives of the media including but not limited to newspaper reporters, television and radio reporters and news people, and others. The purpose of this policy is to inform you of the proper steps to follow when such contact occurs.

1. The current Fire Chief or President of the Board of Trustees has been designated as the only authorized spokesperson for the Town of Langford in the event of communications with the media. Therefore, if you receive contact from the media, advise them that you cannot comment and refer them to the Fire Chief or the President of the Board of Trustees.
2. When an incident occurs that could give rise to a claim against you or others of your fellow employees, please notify everyone that they may receive contact from the media and that they must be aware of and follow this media policy – e.g. not comment on any occurrence and refer the media to the designated contact person.
3. Never give into what is a natural urge to be helpful if you are contacted by the media. You must follow this policy and the procedures described therein.
4. You should be friendly and not defensive or evasive when advising members of the media that you are not able to comment.
5. No comment means no comment. Do not explain or discuss any occurrence or event with the media unless you are authorized to do so as the designated spokesperson.
6. Keep in mind that whatever you say will be viewed as an official statement on behalf of your employer and your co-workers. This is yet another reason to follow the policy, make no comment, and direct the media representatives to the designated contact person.
7. If you are present during Executive Session of the Town of Langford where litigation or claims are discussed, keep in mind that Executive Sessions are privileged, that no record is made of these discussions, and that everyone present is absolutely forbidden to discuss the content of conversations which occur during the course of Executive Session

Prohibition of Discussion of Potential Liability Incidents

adopted 12/08/14

As a volunteer on the Fire Department of the Town of Langford, you are hereby prohibited from discussing the circumstances surrounding potential liability incidents. Media inquiries should be handled as referenced above.