



ANN ARBOR FIRE DEPARTMENT

Standard Operating Procedures – 1.04 Media Relations



MEDIA RELATIONS

Effective: July 30, 2021
 Scheduled Review: July 30, 2024
 Approved: Fire Chief Mike Kennedy

I. PURPOSE

To establish a process for the flow of information with the media to ensure factual and timely release of information. This SOP shall be used in conjunction with City of Ann Arbor Administrative Policies and Procedures 102, “Guidelines for City Communications.” The City of Ann Arbor policy shall override this procedure if there is a conflict. For larger incidents, the City Communications Office shall fill and / or coordinate the public information officer function.

II. ACCESS TO INCIDENT SCENES

The First Amendment to the “Constitution of the United States” protects freedom of the press. The media and public are legally allowed to take photographs and record video of incidents from any vantage point in a public space outside of Incident Commander’s designated incident perimeter. This perimeter is best delineated with caution tape.

Fire department personnel have no authority to instruct the public or media not to record something when the media or public are in a public space and outside of the incident perimeter. Law enforcement shall be requested to remove the media or public who are within the incident perimeter.

When media is on an incident scene, fire administration shall be notified.

III. INCIDENT MEDIA INQUIRY

The follow positions may answer media inquiries related to a specific incident that the person has knowledge. An example may be verifying a fire department response to an apartment fire and sharing incident information such as incident times, units responding, fire department actions, if there were any injuries, mutual aid resources, damage estimate, etc.

- A. Fire chief
- B. Assistant fire chief
- C. Battalion chief
- D. Fire marshal
- E. Emergency management coordinator

Patient personally identifiable information (PII) or individually identifiable health information (IIHI) shall never be shared.

Any media inquiries received by someone not listed above shall be referred immediately to the fire chief. An appropriate response to the media would be, “I am sorry I do not have the full information regarding that issue. I will give your request to the fire chief, who will respond to you as soon as he/she is available.” Please obtain the reporter’s name, phone number, topic of story and deadline, and contact the fire chief as soon as possible.



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IV. NON-INCIDENT INQUIRY

Requests by the media for information not of an incident nature, e.g., statistical information, personnel information, interviews with employees, or any facet of fire operations including department procedures will be referred to the fire chief.

V. OFFICIAL INCIDENT MEDIA RELEASE

The fire chief or an assistant chief will coordinate any official media release with the City of Ann Arbor Communications Director Lisa Wondrash. Personnel will not proactively send media releases directly to the media. Going through the Communications Office ensures that city leadership is aware of incidents. Additionally, the Communications Office maintains a master list of media contacts to ensure equity of media release distribution. The Communications Office will format the release and will ensure only appropriate information is released.