



**Weber Morgan Medical Reserve Corps (MRC)**  
**477 23rd Street**  
**Ogden, Utah 84401**  
**801-399-7100 or 801-399-7128**

## **WMMRC POLICIES: MEDIA RELEASE AND PUBLIC SPEAKING**

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### **POLICY**

The Public Information Officer, under the supervision of the Weber-Morgan County Health Department's Public Information Officer and the MRC Coordinator, will be responsible for writing news releases, coordinating interviews, and/or public speaking requests.

### **PROCEDURE**

Requests from the media for information will be directed to the Public Information Officer. If not available, media questions would be addressed to the Emergency Response Coordinator.

Any staff member who is designated to speak to the media should collaborate with the Public Information Officer to establish a clear message that reflects Weber-Morgan County's position regarding the topic. No employee or volunteer of Weber-Morgan County Health Department will represent the agency or provide information to the media without prior authorization from the Public Information Officer.

Because the Public Information Officer (PIO) is responsible for writing and distributing news releases, information related to a specific topic or a specific department should be provided to the Public Information Officer as soon as possible for development of media-related documents.

Any time a representative of the media is on-site or at a health agency clinic off-site where the agency is ultimately responsible, media representatives will not be allowed to interview or photograph patients without written permission for that individual.

If a photographer or camera operator wants to shoot random pictures of a clinic, an announcement must be made to all in the area in question before any pictures can be taken. These procedures ensure the clients' confidentiality is protected.

Requests for interviews should be forwarded to the Public Information Officer who will coordinate the scheduling so that individuals will not be overburdened or asked to discuss a topic in which they are not well versed.

Yes  No I, \_\_\_\_\_, grant Weber-Morgan MRC permission to use my likeness in a photograph in any and all publications, including website entries, without payment or any other consideration.

I have read and understand the WMMRC Media Policy

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign and return this document