

MCINTOSH TRAIL
COMMUNITY SERVICE BOARD

POLICY NO. 1018
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SUBJECT: MANAGING MEDIA CONTACTS

EFFECTIVE
DATE: 04-15-11 (replaces 02-10-10)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

POLICY

It is the policy of McIntosh Trail CSB that requests for information from the media will be forwarded to the Executive Director's office.

PROCEDURES

1. In the event of a tragic event, the Executive Director will determine who will be the media point person. All information for the media will be communicated by this person. The site of the tragic event will appoint someone to provide information for the point person.
2. The media point person is aware of the confidentiality policies of McIntosh Trail CSB.
3. The media point person will arrange for the notification of families.
Department of Behavioral Health and Developmental Disabilities Services:
Thomas Wilson 404-463-7649 cell: 404-387-8967
Region 6: 706-565-7835
4. All other requests from the media or requests made by staff to share information with the media will be approved by the Executive Director or designee, prior to dissemination.
5. A copy of any article in the media that mentions McIntosh Trail CSB services or staff will be forwarded to the Executive Director's office immediately upon discovery.