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GOVERNOR

State of Louisiana
Governor's Office of Homeland Security
and
Emergency Preparedness

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DIRECTOR

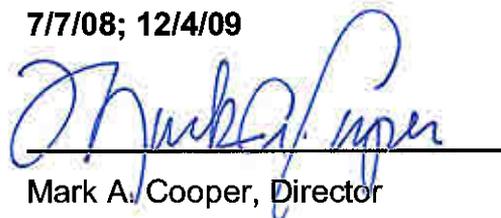
Media Policy
Policy Number: GEN - 0005

Issue Date: December 4, 2009

Effective Date: December 4, 2009

Revised Date: 7/7/08; 12/4/09

Approval:


Mark A. Cooper, Director

I. POLICY:

All request for information from news media must be directed to the agency Communications Director or, if not available, the Public Information Officer (PIO) prior to releasing information.

II. PURPOSE:

To provide the news media with clear, accurate, and up to the minute information at the time, the information is shared.

III. APPLICABILITY:

This policy applies to all GOHSEP employees.

IV. PROCEDURE:

- A. All request for information from new media must be directed to the Communications Director or, if not available, the PIO.
- B. In the event the Communications Director and the PIO are out of the office, the call will be routed to the GOHSEP communications desk (COMMO). The COMMO desk will take a complete message with names

and phone numbers to be called. This message will be sent using the GOHSEP email system to the Communications Director and the PIO.

- C. The agency Director or the Communications Director will be the agency's spokesperson.
- D. During emergencies, the agency Director and the Communications Director may call upon others in leadership roles to be spokespersons.
- E. Other agency personnel may be asked to speak to the news media in their official capacity as subject matter experts, but only with the prior approval of the agency Director, Chief of Staff, a Deputy Director, or the Communications Director.
- F. If an employee is asked to speak to the news media on a particular area, the employee should prepare and review all comments ahead of the interview. It is the agency practice, whenever possible, that the Communications Director or the PIO is present during the interview.
- G. Response to news media inquiries should be timely and as accurate as possible. Agency personnel should respect media deadlines when possible.

V. QUESTIONS:

All questions regarding this policy should be directed to the Communications Director or, if not available, the PIO.

VI. VIOLATIONS:

Employees found to have violated this policy may be subject to disciplinary action, up to and including termination.