**Boulder County Hazardous Materials Team**

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| Guideline Number | #1014 |
| Approved By | Advisory Committee |
| Date | 04/16/21 |

**Scope:** This guideline applies to all members of the Boulder County Hazardous Materials Team (BCHMT) who have immediate access to BCHMT’s social media accounts.

**Purpose:** To outline the BCHMT Social Media purpose, use, and limitations. To establish a standard format of social media posts throughout all outlets chosen by BCHMT.

**Guideline:** The BCHMT Social Media is in place to promote and establish a presence of the BCHMT through the chosen social media outlets.

1. Official BCHMT Social Media Content
   1. There shall be only constructive and informative information posted on any social media pages designated for BCHMT. All social media submissions and posts shall go through and be approved by the social media representative.
   2. Content on social media platforms may include but is not limited to, Information regarding incidents and trainings. All posts must be approved by the social media representative.
2. Permission to use or store Photography or Videos of BCHMT-Related Activities Required.
   1. BCHMT will appoint one individual who will manage the Social Media accounts, including posting appropriate content, monitoring the comments of the public, and intervening when necessary if activity from the public is inappropriate. There will be a second individual appointed as back-up for the management of the account, in the event the main individual is unavailable.
   2. Members not appointed to access the Social Media of BCHMT will not be allowed to access accounts and information, unless approved by the advisory committee.
3. Posting of Emergency Hazmat Responses and Trainings.
   1. Posting comments, photos or videos about any emergency hazmat response or BCHMT training will always be in compliance with legal privacy standards, such as Health Insurance Portability and Accountability Act of 1996 (HIPPA). Medical information and records are extremely confidential and should never be posted using social media, even if the disclosure is to describe the District or any of its employees in a positive light.
   2. Members of the Authority who wish to share photos, information, videos, etc. on any of the social media platforms, may submit their content to the social media representative via email. Upon receipt of the content, the representative holds the decision to share or withhold from any social media accounts.
4. Social Media Posts Must Be Respectful and Professional.
   1. All posts are to be presented in a respectful and professional manner, as to not tamper with the image of BCHMT. No offensive, Disruptive or threatening posts.
   2. All personnel are responsible for reporting to the social media representative, any offensive material that may have been shared or posted. The advisory committee will become aware of the situation and determine the appropriate actions.
   3. Disrespectful, offensive, or threatening comments on BCHMT social media platforms will be managed by the social media representative, though all members may report their findings to the representative to handle the situation.
   4. If any comments or posts are deleted from the account, the information via a screen shot will be saved on the designated BCHMT social media storage platform (Ex. ICloud on hazmat iPad).
5. Immediately Report Any Media inquiries About Social Media Posts.
   1. If any member of the media contacts personnel of BCHMT, in regards to a post made using social media, or any inquiry’s relating to an incident or training, the BCHMT personnel shall direct the media member to the appointed BCHMT representative.
   2. Colorado Open Records Act (CORA) C.R.S 24-72-201 to 206, provides that all public records be available to retain/inspect by any person at any reasonable time, unless otherwise specifically provided by law.
      1. Refer to sos.state.co.us for further information on CORA requests.

**Any member in violation of this policy will be subject to the BCHMT Code of Ethics policy.**