

Mutual Aid Box Alarm System – Illinois Communications – Guidelines for MABAS Affiliated Website Mgmt.

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Revised:

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Subject: Website Management
Functional Area: Communications
Category: Policy
Approved By: MABAS Executive Board



PURPOSE

To clarify the general policies and procedures for the MABAS Telecommunications, Communications and Dispatch Committee to maintain of all MABAS-managed websites on the Internet.

RESPONSIBILITY

This policy describes the maintenance and oversight of the following websites that are affiliated with MABAS and managed by the MABAS Communications Committee:

www.MABAS-IL.org
www.MABASRADIO.org
www.IL-TF-1.org

ACCOUNTABILITY

Enforcement of this specific policy rests initially with the Co-Chairs of the MABAS Telecommunications, Communications, and Dispatch Centers committee, then the MABAS CEO, followed by the MABAS President, 1st Vice President and 2nd Vice President.

REPORTING REQUIREMENT

There is no routine reporting requirement for this policy.

BACKGROUND

In order to properly disseminate timely and accurate information to MABAS members, potential members, as well as Illinois USAR Task Force 1, the following describes an Internet-based method of information exchange.

POLICY

The MABAS Telecommunications, Communications and Dispatch Committee hereby establishes the following policy:

1. www.MABAS-IL.org

- 1.1 Creative design and non-informational format will be left up to the Webmasters at the Lisle-Woodridge Fire District, the host entity. Oversight will be via the MABAS Communications Committee's Website Manager. This site will be highly informational, attractive, professional-looking, and act as a useful tool for MABAS agencies to retrieve valuable information.
- 1.2 Content will be moderated by the MABAS Communications Committee Website Manager with input from the MABAS Executive Board. Submissions shall be sent to the MABAS Communications Committee Website Manager via the email-link as found on the websites.
- 1.3 Webmasters will be supervised by the MABAS Communications Committee Website Manager.

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- 1.4 Any links to other MABAS Division websites will contain disclaimers that the MABAS organization is not responsible for the accuracy of information posted on other websites.

2. www.MABASRADIO.org

- 2.1 Creative design and non-informational format will be left up to the Webmasters. Oversight will be the MABAS Communications Committee Website Manager. This site will be highly informational, attractive, professional-looking, and act as a useful tool for MABAS agencies to retrieve valuable information.
- 2.2 The MABAS Communications Committee Website Manager will continue to post radio-related links, articles, and factual materials on the www.MABASRADIO.org web page. Editorial comment will be limited to MABAS-endorsed concepts such as advocacy statements, FCC rulemaking, etc. It will continue to be highly informational. Changes will be made in a timely manner, and decisions for posting will be based on the MABAS Communications Committee Website Manager's judgment and recommendations from the MABAS Communications Committee members.
- 2.3 Personnel assisting on this site are accountable to the MABAS Communications Committee Website Manager.
- 2.4 Any links to other MABAS Division websites will contain disclaimers that the MABAS organization is not responsible for the accuracy of information posted on other websites.

3. www.IL-TF-1.org

- 3.1 Creative design and non-informational format will be left up to the Webmasters, with input from the Illinois Urban Search & Rescue Task Force 1 management team. Oversight will be via the MABAS Communications Committee Website Manager. This site will be highly informational, attractive, professional-looking, and act as a useful tool for various agencies to retrieve valuable information regarding Illinois USAR Task Force 1.
- 3.2 Content will be solely dependent on submissions to the MABAS Communications Committee Website Manager from one of the following: Task Force Team Leaders or overhead team members. Posting sources will be limited to the Taskforce leadership. Submissions shall be sent to the MABAS Communications Committee Website Manager. Hardcopy will be scanned and posted as standard Adobe PDF format or otherwise converted to suitable web viewing.
- 3.3 Personnel assisting on this site are accountable to the MABAS Communications Committee Website Manager.
- 3.4 Any links to other organization websites will contain disclaimers that MABAS/Illinois USAR TF-1 is not responsible for the accuracy of information posted on other websites.
- 3.5 Sections of the webpage will be password-protected to avoid unintentional disclosure of information, schedules, events, or privileged information. Passwords will be given out and maintained by the MABAS Communications Committee Website Manager at the direction of the Illinois Task Force 1 management team.

CONCLUSION

This guideline should be useful for webmasters, website users, and the MABAS Executive Board, and members of Illinois USAR Task Force 1 to ensure that proper information is disseminated while stating guidelines that will prevent the dissemination of sensitive, secure, or privileged information.

Approved by the MABAS Executive Board on August 5, 2004.