

Photos and videos in emergency operations

Photographs and videos (images) are collected in emergency operations to:

- provide a record of operational activities
- record evidence for auditing, investigation and assessment purposes
- communicate the situation to emergency personnel and other stakeholders
- use in training courses and preparedness material

Incident related photos and videos remain the property of the department and must be deleted from devices at the end of the shift period.

Using images

- Response personnel must comply with the Department of Industry social media policy
- Confidentiality and security of images must be maintained to protect the privacy of individuals impacted by the emergency and to minimise the risk of inadvertent, inappropriate and/or unauthorised use
- Response personnel are not permitted to publish images on social media of individuals, their property or other response personnel without their express permission
- Public Information section (or in smaller responses, the Planning section) is responsible for releasing and setting guidelines for the release of images during emergency operations

Setting up devices

- Activate the geo-locating data on cameras, phones and tablets
- Maximise format size or pixels of the image
- Set the correct date and time on the device

Permissions

- Where people or property is identifiable, seek permission of the individuals concerned to take images
- A release form must be completed by individuals in the images, if they are to be published (in any form)
- Department of Industry employees are not required to sign a release

Taking images

- Ensure images are focused and clearly demonstrate the purpose for which they are taken, including all safety considerations
- A key of the images may be required, covering a brief description and names of people in the images – information that can be later added to the file properties information
- File format – most devices will produce a jpg file, which is the preferable format. Other image formats may produce better quality images (e.g. tif) but may require some processing to be viewed/used.

Storing images

- Storage location will depend on the image purpose, with most being stored on the incident folder in google drive to enable accessibility by relevant personnel
- Download photos at least daily (at highest resolution possible)
- To store images - rename the file (as below) and enter details in the description field (e.g. people in photo, restrictions of use, photographer). Where device metadata exists, insert the photo's description above this information.
- Filenames – use a standard format where able or supply a key list (i.e. list of default photo filenames with description)
 - [response_location_case number_description_yymmdd.jpg](#) ⇒ [AI_Cowra_15_cages in shed 1_131007.jpg](#)
 - [activity_location_description_yymmdd.jpg](#) ⇒ [Exercise Catcher_Tamworth_discussion activity_150227.jpg](#)
 - Add a, b, c (or similar) after the date, where there are multiple photos with the same description

Further information

- Department of Industry – Deed of Release Form for Photograph and Moving Images
- [Department of Industry – Social media policy](#)