



Housing Authority of the City of Tulsa Media Relations Policy

A. Policy

It is the Housing Authority of the City of Tulsa's ("THA") desire to have productive working relationships with regional media partners and to inform both its residents and the public on news about THA. THA believes this policy is necessary to facilitate guidelines for all interactions with the external media.

This Media Relations Policy has been adopted by THA to ensure clear, factual communications with the public as well as protect the privacy of our residents. This policy was created to give THA's Communications Department an appropriate window of time to gather information needed to properly address any agency-related media event that might require an official statement.

All media outlets and their corresponding representatives are asked to provide one (1) hour notice of intent to physically traverse onto any of THA's properties for any reason. All notifications should include the name of the respective media outlet, the name of the representative for the media outlet, the exact location, purpose, and time of the intended media newsgathering visit.

If an emergency arises in which failing to comply with this notice's requirements could not be avoided, media outlets and their corresponding representatives are asked to contact THA's Vice President of Communications, Saraa Kami, directly on her mobile at (918) 289-4371. THA's Communications Department may be reached by phone or text message.

To proceed with a media notification, media outlets should contact THA's Communications Department at (918) 581-5743.

B. Effective Date

This Policy is effective immediately.