

***‘Your Voice in the Valley’***

**2YAS**

Yass Community Radio Assn. Inc.

**Policy No. 12.**

**EMERGENCY BROADCASTING.**

**Back ground.**

Community broadcasters play a vital role in broadcasting emergency information. To facilitate this Yass Community Radio Association Inc. will,

1. have procedures in place to enable appropriate local emergency broadcasts,
2. liaise with appropriate emergency and essential service organisations, and
3. ensure the accuracy of emergency information.

The Yass Valley Council has installed an Uninterrupted Power Source (UPS) at the Mt Manton transmission site and at the Cooks Hill Rd studio with grant money from the NSW Emergency Management Service.. The maintenance and servicing of the units is carried out by the Yass Valley Council on behalf of the Emergency Management Service. The UPS is a diesel powered generator with an automatic start mechanism which is deployed when mains power is lost. It has a battery backup which covers any start delay or non start occasion and has a xxx hour capability to enable a technician to start the generator. We currently have no mechanism to advise us at the studio that the generator at Mt Manton has not started and this has to be an urgent upgrade to our systems.

**Purpose.**

The purpose of this document is to provide clear written instructions and policies on how this station will fulfil its commitment as an emergency broadcaster.

**Organisation.**

Yass Community Radio Association Inc will establish a position within its Board of Emergency Manager. This member will be the point of contact with the Local Emergency Management Committee.(LEMC)

**Authority.**

The Emergency Manager will proceed to the studio as soon as he/she is notified of an emergency situation and take control. The Emergency Manager will have the authority to action a cessation of normal programming and an assumption of emergency status at our studio. Only in exceptional circumstances should scheduled news and sponsorship announcements be replaced by emergency broadcasts and only on the authority of the Emergency Manager. The stations normal programming should continue as close as possible to normal, to demonstrate to listeners that everything is under control and to not engender panic.

**Equipment.**

To be the conduit between the LEMC, other services and this organisation, it will be necessary for the Emergency Manager to carry a communication device at all times. This device should be a mobile phone with text, email and voice capability. Yass Community Radio Association will provide the Emergency Manager with this device and pay all service and maintenance costs. The Emergency Manager or other team member, when he/she is not on duty, will carry the device on his/her person at all times and it will be switched on.

**Manpower.**

Of course the Emergency Manager cannot be on call 24/7/52. As with most other leadership positions on the Board of Yass Community Radio Association Inc., the manager should be a leader of a team. Yass Community Radio Association Inc. will establish an Emergency team of three, the Emergency Manager, the deputy and one other. The Emergency Manager will ensure that the team is constantly on the alert and ready and capable of leading any emergency situation as it applies to our station.

**Emergency Declaration**

The Emergency Manager will act on instructions from the LEMC when that committee declares an emergency situation. He/she will be the sole conduit to our studio of information to be broadcast. No presenter will put to air any information which has not been sanctioned by our Emergency Manager. The only exception may arise should the LEMC decide to place one of its committee or a representative in our studio. In this instance the presenter on duty would be in control of the panel and the committee member or representative would occupy a visitor microphone.

**Non Emergency Situation**

It is envisaged that our emergency broadcast system could be used by the Council, the Police, the Ambulance Service, Fire authorities, State Emergency Services, RTA and other government departments, such as Agriculture, Fisheries, LPHA to disseminate information in times of urgent need. This information should still come to the station via our Emergency Manager.

**Presenters**

All presenters will be given instruction in their role in an emergency situation and will immediately slip into that role as an emergency is declared or an emergency situation develops. Our emergency manager should keep a list of trained personnel to call upon in a situation.

**Authorisation**

This policy was adopted by the Board of Yass community Radio Association Incorporated, at its meeting held on 18 December 2012. .

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Secretary President

Yass Community Radio Assn. Inc.