



Major Incident / Obituary Procedure

In the event of a major incident or obituary the following procedure should be followed, by the book.

The definition of a major incident is when an incident happens that causes mass death, such as a terrorist attack or severe road accident, plane crash etc.

An obituary (sometimes abbreviated to OBIT) is when a well-known public figure or senior member of the Royal family die.

You may be alerted to such news on the station's internet PC or your own devices or you may be alerted to the news via a phone call from a station colleague or member of the public.

Follow this procedure immediately

1. Verify that the information is correct. In an era of fake news and misinformation you must check a reliable source (such as BBC News or Sky News) that the information is correct.
2. Once you have confirmed the information is correct, check if the Radio News Hub 'Breaking News' cart has been updated on Myriad (cart: 159), you will be able to see this by the 'Imported at' date and time on the cart. It would be an idea to pre-fade (PFL) the audio before broadcasting it.
3. If the breaking news cart has been updated, fade out the track that is playing and play the cart. Come out of the breaking news cart with an appropriate relaxed and calm track.
If the breaking news cart is not yet updated just play appropriate relaxed and calm music until the breaking news cart is ready.
4. You should drop ALL show features and Advert breaks until further notice. YOU are NOT permitted to personally announce the breaking news. You are NOT permitted to pass comment, speculate or pass judgement about the incident and must remain impartial and professional.
5. If station management have not contacted you yet, you should try to contact them. (The studio telephone has senior management's phone numbers programmed in).
6. The station will switch to OBIT logs as soon as management can set this up.

The above information is very important. If you do not understand something on this page, please speak to a board member for further training.