

Emergency Policy



INTRODUCTION -

In 2011, Radio Mansfield signed a formal Memorandum of Understanding with Emergency Management Victoria, to facilitate the effective dissemination of information and help protect human lives during an emergency event. As an accredited emergency broadcaster, Radio Mansfield is a member of the Shire of Mansfield's Emergency Management Committee and an integral part of The Shire's Emergency Management Plan.

The purpose of this policy is to establish an emergency management framework in the following areas -

- i) the appointment and duties of an Emergency Management Sub-Committee
- ii) the coordination of station management during times of extended emergencies.
- iii) training of all personnel

IMPLEMENTATION -

i) Emergency Management Sub-Committee

As soon as practicable, following the annual AGM, the Committee of Management should appoint an Emergency Management Sub-Committee, either from within the Management Committee or drawn from the membership. The members of which are responsible for the ongoing development, implementation and review of associated emergency procedures, as set out below:

The sub-committee will meet at least twice annually to update the emergency management policy and station procedures.

The names and contact details of the sub-committee should be displayed in each studio.

The sub-committee will develop the standby generator refueling plan.

The sub-committee will ensure that the generators located at the station, The Paps, Tolmie and Frenchman's Gap transmitter sites are well maintained and regularly serviced.

Prior to the fire season, the sub-committee will assess the fuel needs for each stand-by generator.

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The sub-committee should make sure that all relevant documentation e.g. CFA Warnings etc. are up to date and clearly displayed in each of the studios.

The sub-committee should ensure that all Radio Mansfield personnel undergoes annual training in emergency procedures.

The sub-committee may request /invite other persons to attend meetings to provide information, to assist in the training of personnel and, as required, assist during emergency events.

A review/debrief should be conducted following an extended emergency, to assess the management, planning and preparedness of the station's response, and implement improvements where necessary.

ii) Station management during times of extended emergencies.

During escalating and large-scale emergencies within our broadcast area, a member and/or members of the sub-committee will coordinate the management of personnel, programming, communications and emergency messages from Emergency Management Victoria, who take their advice from the relevant emergency service agencies. (CFA, MFB, FRV, Victoria Police, SES, Ambulance Victoria)

During extended emergencies, a member of sub-committee is required to represent the station at the daily briefings conducted by the Incident Controller.

Where the situation warrants it, Radio Mansfield will work in conjunction with UGFM.

iii) Emergency training

It is the responsibility of all presenters to be familiar with monitoring warnings and emergency procedures, and be able to relay important information to listeners which is accurate, and authorised.

Presenters are required to attend a yearly training session.

Ratified - 6th October, 2021

