

September 18, 2018

LCCR, Inc. Policy RE: EMERGENCY BROADCASTING PROTOCOL

In times of emergency, our local community radio continues to play a vital role in the communication of important information to listeners. Through live streaming, we are able to reach beyond our airwaves to a broader audience, in and outside Lake County boundaries. KPFZ has become recognized as an essential part of the information system relied on by officials and listeners for accurate, up to date information.

To maintain an orderly approach in times of emergency the following guidelines will be followed:

- I Declaring/Activating Emergency Broadcasting Operations**
 - a. Station Manager shall be responsible for activating emergency broadcasting mode.**
 - b. If the Station Manager is unavailable, it shall be the responsibility of the LCCR, Inc. Board President to activate emergency broadcasting mode.**
 - c. If the Station Manager and Board President is unavailable it shall be the responsibility of the Program Director to activate emergency broadcasting mode.**

- II Suspension of Regular Programming in emergencies.**
 - a. As determined by the Station Manager, Board President or Program Director, regular programming will be suspended until further notice.**
 - b. During suspended programming, Designated Radio Programmers will take over broadcasting.**
 - c. Designated Radio Programmers may also support the effort by handling office calls in support of live broadcasting.**
 - d. The Station Manager, Board President or Program Director may also request that specific KPFZ members (whether or not they are Programmers) provide support as needed.**

- III Designated Radio Programmers**
 - a. A list of Designated Radio Programmers shall be established.**
 - b. The list shall be at the discretion of the Station Manager.**
 - c. To be considered for this duty, programmers must submit their name; phone number(s), including whether or not they receive text messages; and email address to the Station Manager.**
 - d. Designated Radio Programmers broadcasting during emergencies shall follow a standard of decorum:**
 - 1) Respectful & civil discourse on air.**

- 2) **No derogatory remarks about the radio station, other programmers, volunteers, public officials and the listening audience.**
- 3) **Continuous reading of approved notices from public officials or approved notices as determined by the Station Manager.**
- 4) **Failure to adhere to the above and/or the Programmer Guidelines may result in immediate removal of Designated Radio Programmer status as determined by the Station Manager, Board President and Program Director.**

IV Press Passes

- a. **All Press Passes shall be approved and issued by the Station Manager.**
- b. **Press Passes may not be shared, created or distributed.**
- c. **Failure to comply with these requirements will result in the immediate suspension of press pass privileges.**
- d. **When using press passes, Programmers should maintain a courteous and respectful posture with law enforcement or other officials and adhere to the normal conventions of the privilege.**

V Resuming Regular Programming

The manner and timing for returning to regular programming will be determined jointly by the Station Manager, Board President and Program Director.

VI Scheduling changes

When resuming regular programming after an emergency, the Station Manager, Board President and Program Director, jointly, reserve the right to make schedule changes or interrupt regular programming as needed if it is determined to be in the best interest of the listening audience.

VII Contact Information

All Programmers must update their telephone(s), text number(s), email and other contact information to receive timely notices/announcements and scheduling changes.

VIII Data/Online Assets

- a. **It is the responsibility of the General Manager to identify and maintain electronic data assets critical to the support of the station's emergency operation goals.**
- b. **For each critical system, a redundant group of persons should be identified to manage each such system.**
- c. **It is the responsibility of the Board of Directors to support the General Manager in carrying out these duties assigning appropriate resources.**

