



RIVERSIDE RADIO

CATEGORY ONE DEATH OBITUARY PROCEDURE

A CATEGORY ONE DEATH is reserved for four members of the Royal family. They are HM The Queen, HRH The Duke of Edinburgh, HRH The Prince of Wales, and HRH The Duke of Cambridge.

YOU MUST NOT REPORT ANY RUMOUR OR FORMAL ANNOUNCEMENT OF A CATEGORY ONE DEATH ON RIVERSIDE RADIO

IF YOU SEE A BREAKING NEWS SOCIAL MEDIA POST, ONLINE ARTICLE, TV OR RADIO REPORT - DO NOT SAY ANYTHING ON AIR

WHAT TO DO IF I'M ON AIR?

If you're ON AIR presenting a LIVE show at Riverside Radio and BREAKING NEWS of a Royal Death is being aired on social media or from any other source please contact Managing Director [redacted] immediately on [redacted].

DO NOT REPORT ANY NEWS ON AIR

ONLY the Managing Director [redacted] can make a decision to report a Royal Death at Riverside Radio. Please wait for his instruction.

WHAT HAPPENS NEXT?

An official announcement of a Category One Royal death will be made from Buckingham Palace at the top of the hour.

Before then DO NOT GO ON AIR but keep playing the usual music in the Myriad playlist.

We will then take the RADIO NEWS HUB news bulletin at the top of the hour. They will announce the death in their bulletin.

Head of Music and Scheduling [redacted] will dial into Myriad and switch the playlist to solemn music which will play-out after the death has been announced.

As a presenter you may then be required to make an announcement every 15 minutes which will be written and sent to you by [redacted] but DO NOT SAY ANYTHING ELSE ON AIR or continue with your own show.

News Editor [redacted] will be informed and will mobilise the news team for any special programming and local reporting on the death.