

****Check with your local radio stations for procedures to have your closing/delay announced locally.****

The following is provided by WBAL-AM for announcing emergency closings on the radio, TV crawl and website.



Dear Administrator:

WBAL Radio has joined forces with our TV station (WBAL-TV) on an automated system to get your information on WBAL Radio and wbal.com faster. The new system allows you to enter your information via phone, using a touch-tone system, or via the Internet.

WBAL Radio will no longer accept school closings using a spoken password. Calling the WBAL Radio news desk will not get your closing/delay information on our air or website. You must use our automated system. When using the system you will be prompted to enter your usercode and passcode (see attached).

Here's how the new system works:

To obtain a WBAL-AM emergency closing announcement code, you must first:

Email Hale, Yvette L [mailto:yhale@hearst.com] with the following information:

Name, address and phone number for the church

Contact #1: Name, Phone and E-mail

Contact #2: Name, Phone and E-mail.

Once you are set up in the database, you will receive an e-mail with all the information you need to make closing announcements, including your church's unique usercode and passcode.

Yvette L. Hale

Executive Assistant to VP/GM Ed Kiernan

WBAL/WIYY Radio

[\(410\)338-6637](tel:(410)338-6637)

yhale@hearst.com<mailto:yhale@hearst.com>

Automated Internet System

The website is <http://wbal.reportclosing.com> (no WWW). Click on the link to enter the system. Enter your usercode and passcode. Your school/business name should appear on the next screen. Click on it to change your status.

The pulldown menus will only allow you to select "open" or "closed." For other choices, including delays, delays with kindergarten information, etc. click on the MENU link on the right hand side of your screen and follow the directions through all the steps. When you've completed your closing/delay, click on SAVE STATUS CHANGES at the bottom of your screen.

Your information will be sent to our closings computer, and will be ready for air/web in less than 10 seconds. It's that fast.

If you cannot get the system to work, please call the WBAL Radio newsroom, 410-338-6591. Please do this only as a last resort.

Automated Phone System

The phone number is 410-338-6696. This number rolls over to several different lines and you should rarely, if ever, encounter a busy signal.

The phone system will first ask you to enter your six-digit usercode. It will then ask you to enter your six-digit passcode. The voice will state the name of your school/business and will state your current status.

It will then give you a menu of options:

Press 1 for open

Press 2 for closed

Press 3 to report a delay (i.e. "2 hours late" or "Open at 10:30am")

Press 4 to close early (i.e. "2 hours early" or "Closing at 2:30pm")

Here's a cheat sheet, so to speak:

Closed

Dial 410-338-6696

Enter Usercode

Enter Passcode

Press 2

Press 1

Press 1

One Hour Delay

Dial 410-338-6696

Enter Usercode

Enter Passcode

Press 3

Press 1

Press 60*

Press 1

Press 1

90 Minute Delay

Dial 410-338-6696

Enter Usercode

Enter Passcode

Press 3

Press 1

Press 90*
Press 1
Press 1

Two Hour Delay
Dial 410-338-6696
Enter Usercode
Enter Passcode
Press 3
Press 1
Press 120*
Press 1
Press 1

One Hour Early Dismissal
Dial 410-338-6696
Enter Usercode
Enter Passcode
Press 4
Press 1
Press 60*
Press 1
Press 2

One Hour Early Dismissal, After School Activities Cancelled
Dial 410-338-6696
Enter Usercode
Enter Passcode
Press 4
Press 1
Press 60*
Press 3
Press 2

90 Minute Early Dismissal
Dial 410-338-6696
Enter Usercode
Enter Passcode
Press 4
Press 1
Press 90*
Press 1
Press 2

90 Minute Early Dismissal, After School Activities Cancelled
Dial 410-338-6696
Enter Usercode
Enter Passcode
Press 4

Press 1
Press 90*
Press 3
Press 2

Two Hour Early Dismissal

Dial 410-338-6696
Enter Usercode
Enter Passcode
Press 4
Press 1
Press 120*
Press 1
Press 2

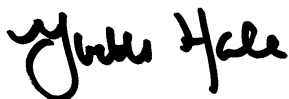
Two Hour Early Dismissal, After School Activities Cancelled

Dial 410-338-6696
Enter Usercode
Enter Passcode
Press 4
Press 1
Press 120*
Press 3

Special note to administrators who manage closings/delays for more than one school (i.e. Baltimore County Schools, Harford County Schools): right now, our automated system will not allow you to close individual schools within your school system. For these closings, you must call the WBAL-TV assignment desk, 410-338-6501. You can then give us your usercode and passcode and we will take care of the closing/delay for you.

If you have any questions, please do not hesitate to contact me.

Yvette Hale

A handwritten signature in black ink that reads "Yvette Hale". The signature is written in a cursive, flowing style.

Executive Assistant
410-338-6637
yhale@hearst.com