



CLOSINGS SYSTEM



DOCUMENTATION

Updated: February 12, 2010

The closings and notifications will be seen on NBC Lima and FOX Lima.

We have switched to a secure Code Number System, and changed the method in which you contact us for closings and notifications. If you have a 5-digit code starting with an "8", you have the proper card. If you have any other code, you will need a new code.

There is a new telephone number you need to call for notification. The number will be displayed on the card. There is also a web site you can log onto to put in notifications.

We accept cancellation requests from organizations that are Pre-Registered with a card.

We are making this change to better serve the viewers in our area. With the addition of all our stations we are now reaching more people in more communities!

Who Do I Contact For Help Or Questions?

If you have questions, you can contact our news department during daytime business hours. They will answer technical questions and help you sign up, but they can not post your notification to the system nor sign you up. You must send in an application.

You can also email: ClosingSupport@wl10.com.

Assistance will be rendered on a first come, first served basis.

If you don't have a card, or have not registered, we will not be able to get your messages on the air. You need to register! See the form at the end of this document.

If you have a card, it would behoove you to test and practice before you need to use it! During severe weather events, we may not have the time to help you figure it out.

What Areas Will We Cover?

Counties of Allen, Auglaize, Defiance, Hancock, Hardin, Henry, Logan, Mercer, Paulding, Putnam, Shelby, and Van Wert.

On Air closings apply to WLIO, Fox Lima, and NBC Lima only.

Who Qualifies For ON AIR TV And Web Site Displays?

- Public, Private, or Parochial Schools with 50 or more students.
- Daycare centers with 50 or more children on a regular basis.
- Businesses, Manufacturers, or Factories with more than 50 employees.
- Not-For-Profit organizations with more than 50 members.
- Sporting event, seasonal program, or public performance event which would impact 50 or more participants.
- Sheriff, City/Village & Fire Departments, or County Emergency Manager.

Who Qualifies For Web Site Only Displays?

Due to the overwhelming demand for cancellation requests during winter storms we must limit the number of entries that will crawl across the bottom of the screen. If every request was put on the television, it would take 47 minutes to go from A to Z! You can still get your event or meeting on our Web Site by pre-registering.

- Public, Private, or Parochial Schools with less than 50 students.
- Businesses, Manufacturers, or Factories with less than 50 employees.
- After school functions, Athletic & band practices involving less than 50 students.
- Not-For-Profit organizations with less than 50 members or appointments.
- Fraternal club organizations, or service clubs, with less than 50 members.
- Scouts, daycares with more than 15 children.
- Doctors offices, or health organizations with 15 or more patients scheduled on the day of the event.

If you do not meet one of the criteria above, you will need to organize your own phone tree to contact your group.

What is Inappropriate Use?

You may not use this service to advertise for products, services, promote activities or post telephone numbers. Our system is for notifying the public of a closing or cancellation.

Misuse of service will result in revocation of access without notice.

How Will Listings Be Displayed?

- Schools will be listed as Closed, 1 hour delay, 2 hour delay, 3 hour delay, with addendums of “No morning Kindergarten” or “Early Release”.
- Businesses, Daycare Centers, and Doctors offices will be listed as “Closed”.
- Events will be listed as “Cancelled” or “Postponed” (reschedule dates not listed).
- Businesses, Manufacturers, or Factories will have choices of “Closed”, No 1st Shift”, “No 2nd Shift”, “No 3rd Shift”.
- Fraternal organizations, scouting, service clubs, athletic practices, after school functions, school band practices will be listed as “Cancelled”.
- Sheriff, City/Village Police & Fire Departments, or County Emergency Manager can list “Level 1 Snow Alert”, “Level 2 Snow Alert”, or “Level 3 Snow Alert”.

While the displays look different on our NBC and FOX stations, the information is identical. The information on the air will also be directed to the www.WLIO.com.

WLIO transmits on channel 8.1 with NBC, FOX programming is on channel 8.2. We're also on various cable systems in the 12 county area, plus Dish Network.

When Will Message Air?

If there are more than five listings requested, they will run on the air from 5:00 AM to 10:00 AM. In the event of severe weather emergencies, the listings will also run at various times throughout the broadcast day.

Level 1-3 Alerts by law enforcement will be listed as they are issued. All others will be displayed on our web site, www.wlio.com.

How Do I Get My Notifications On?

1. Call the Closing System using the telephone number on the card, or log onto the WLIO Closings web site.
2. Enter your access code, then your password, and then you are free to make changes in your status.

Do not call Your Hometown Lima Stations' newsroom, offices, or control room.

Our on-air employees and office staff will not be able to take any verbal notification. It is very important that you pre-register as soon as possible!

Questions may be asked by email, ClosingSupport@wlio.com.

If Further Attention Necessary?

If your message needs changed at any time, you must call the closings number, or log onto the closings web site and change or update your message.

For example, if you are a school system and have posted a 2-hour delay, then decide to cancel, you need to call back in to change that message.

If you are law enforcement and presently have your county at Level 1 Snow Alert and you need to go to Level 2 or cancel the alert, you have to call back in and change it.

Remember, we can not change your status based on a telephone call, FAX, or e-mail. You are solely responsible for all content.

How Do You Register For A Card?

Fill out the form at the end, and send it back to Your Hometown Lima Stations. Our address is 1424 Rice Avenue, Lima, OH 45805, attn: News Department. You can FAX it to 419-225-1609 or E-mail to ClosingSupport@wlio.com.

Please do not FAX or e-mail closings to us. They will be ignored.

Include all information requested in the form. E-mail addresses are used only to contact you should there be a problem or concern.

Your telephone number should be a number where we can contact you in the morning.

A school switchboard number is no good if nobody is there to answer the phone. Please provide a number where you can be reached in the morning.

If we can not contact you, your access may be temporarily suspended.

Please let us know if your e-mail, phone, or address changes by sending in a new app.

If you loose your card, please call us so we can change your password! We are not responsible for unauthorized persons using your code numbers to post bogus information.

Your Hometown Lima Stations are not responsible for applications not being submitted. Remember, it may take up to 72 business hours to get registered.

By applying to use this service you agree to the terms listed in this document.

Questions?

If you have any questions, please contact us at ClosingSupport@wlio.com or call our newsroom.

Please remember to get your registration in early, and test your card when you get it.

Your Hometown Lima Stations are not responsible if you have not registered and tested and have problems.



CLOSINGS SYSTEM APPLICATION

Updated: February 12, 2010



Institution: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Category: _____ Number of people Served: _____

List all the people that are authorized to use the system:

1. Name: _____ Title: _____

E-mail: _____ Phone: _____

2. Name: _____ Title: _____

E-mail: _____ Phone: _____

3. Name: _____ Title: _____

E-mail: _____ Phone: _____

4. Name: _____ Title: _____

E-mail: _____ Phone: _____

I have read, and agree with the terms of use. I accept responsibility for my listings, and those above. By signing this application I state that all information provided about my organization is true. Check to agree.

Signature

Date