

## **Emergency Closings procedures for Catholic elementary schools, Catholic high schools, and religious education programs**

It is recommended that you use three television stations (WGRZ-TV, WIVB-TV and WKBW-TV) and WBEN Radio. WBEN 930 AM also handles closings for WGR (550 AM), WKSE (Kiss 98.5 FM) and WTSE (Star 102.5 FM). You should communicate this information to your constituents.

### **WGRZ-TV (Channel 2)**

Call the automated closing telephone number. The closings will be added to their Web site ([www.wgrz.com](http://www.wgrz.com)). To view them, click on WEATHER on their home page, then CLOSING CENTRAL. Depending on the number of closings, they may also announce the closings on their newscasts (if they are scheduled) and put the closings at the bottom of the television screen.

If the parish has a code for WGRZ, the religious education program should use that code. If not, they need to apply for their own code.

You can apply for a code on their Web site on the CLOSING CENTRAL PAGE. Simply fill in your information on the right-hand side of the page.

### **WIVB-TV (Channel 4)**

If the religious education program is affiliated with a school that has a code for WIVB, or if the parish has a code, the religious education program can use the same organization ID and password, and then use closing code "0085" which is "No Religious Education".

If you do not have a code, you can apply through the CLOSE NOW link on their WEATHER PAGE.

The closings will automatically be added to their Web site ([www.wivb.com](http://www.wivb.com)). To view them, click on the WEATHER link on their home page, and then click on WHAT'S CLOSED. Depending on the number of closings, they may also announce the closings on their newscasts (if they are scheduled) and put the closings on a crawl that appears at the bottom of the television screen. The WIVB system (closings across the bottom of the screen) is usually activated for major weather systems. If a religious education program has an individual problem (broken boiler etc) they would need to call the newsroom at 876-7333.

### **WKBW-TV (Channel 7)**

*Weekdays:* Call their automated line and leave closing information. DRE's should check with the parish and/or school to see if they have a code.

*Weekends:* call the newsroom (840-7777). The closings will be added to their Web site ([www.wkbw.com](http://www.wkbw.com)). To view them, click on the CLOSINGS link on their home page. Depending on the number of closings, they may also announce the closings on their

newscasts (if they are scheduled) and put the closings at the bottom of the television screen.

To register your school or religious education program, E-mail your request to [closings@wkbw.com](mailto:closings@wkbw.com)

### **WBEN Radio (930 AM)**

*Weekdays and Weekends:* Religious Education programs need to use the code assigned to the school or parish. Closings are phoned in and the message is given to the individual in the newsroom who answers the call. Closings are announced on the air are posted on their Web site ([www.wben.com](http://www.wben.com)).

If a parish does not have a code, a designated individual should request one, in writing, on parish letterhead to: Emergency Closings, WBEN Radio, 500 Corporate Parkway, Suite 200, Buffalo, NY 14226.

*If your school or religious education program does not have an emergency closing code, you should contact the stations. If you have any questions, please contact the Department of Catholic Education at 716-847-5505.*