



MEMO



To: Principals
 From: Karen Tarabochia, Assistant Superintendent, Personnel, Schools
 Re: **SNOW / EMERGENCY CLOSURES - Radio/TV Update**

The snow procedures for the **2018-19** school year remain the same as previous years with each principal directly contacting the radio/television stations. Confirm your School ID and password *before the first winter storm*. The following radio/television stations have been contacted by our office to confirm their information.

Station	Telephone	Fax	Contact
KOMO Radio	206 404-3404 24 hour line editor@komoradio.com		News Desk
KIRO Radio	206 726-5476 24 hour line newsdesk@973KIRO.com	206 726-5446	News Desk
KING TV 5	206 448-3850 newstips@king5.com	206 448-4525	News Desk

Note: Each school must email Greg Thies at SchoolAlert@king5.com **ONLY for admin set up and inquiries, NOT for reporting closures**. Otherwise, all IDs and passwords for KING 5 remain the same for this school year. If you are unsure of your password email Greg Thies to verify your school ID number and password.

KIRO TV 7 <http://kiro.tv/SchoolAlerts>

Note: Each school must contact Erin Newnam at enewnam@kiro7.com to retrieve your school code **ONLY if you do not have School ID and Password from previous years**. All passwords are 7777.

KOMO TV 4 206 404-4000 tips@komonews.com News Desk

<http://schools.komonews.com>

Note: Each school must contact Brian Michael at bmichael@komonews.com to set up a password **ONLY if there is a change from previous years**. If you are unsure of your ID number email Brian to verify your school ID number and password. **KOMO is also building an email list for schools to send out alerts and updates, so as you prepare for winter weather, please email Brian to provide an email contact for your school.**

Please make a courtesy call to OCS that you are closed. 206 382-4861 or 800 473-5651

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