Radio Station Rules and Safety Procedures

Please read and remember the following safety procedures and rules for the radio station. Station demonstrations for safety and operation of equipment will be ongoing throughout the Semester. Remember: for Advanced Radio, demonstrating proper use of equipment can result in a successful proficiency test, so show us that you can do it right! For Radio 1, these rules and safety issues may appear on your test.

General Safety Rules When using the studios for broadcast or production, please follow these simple rules.

Health & Safety

- REPORT ANY INJURIES TO THE TEACHER IMMEDIATELY!
- Learn the location of the nearest fire extinguisher
- NEVER MOVE ANYTHING HEAVY BY YOURSELF. Some of the equipment in the station is very large and heavy. Avoid back strain or other bodily harm by working with a partner.
- NEVER MOVE ANYTHING IF YOU HAVE PREVIOUS INJURIES. If you have pre-existing back injuries, other physical injuries, or health issues that may be aggravated by moving an object, notify the Radio Operations Manager and/or your teacher, and do not move anything.
- Keep all food and drink out of all studios and the radio office area.
- Keep all exits free of obstruction and keep belongings in a designated areas.
- Turn off (or airplane mode) all cell phones and other electronic communication devices before entering any radio broadcast or production studio.
- Never enter a studio above which the “on-air” light is illuminated.
- Clean up and straighten all areas after use.

PLEASE NOTE: THE FOLLOWING ITEMS HAVE RESTRICTIONS FOR SOME STUDENTS. PLEASE OBSERVE THE RESTRICTIONS THAT APPLY TO YOU.

STUDIO A-
- Used primarily for training of Radio 1 and for production in Radio 2/3.
  - This studio is meant to accommodate 2 talent on-mic (plus 1 producer for production, if required).
  - Authorized personnel only.

STUDIO B-
- This is our “live” studio, to be used by RADIO 2/3 ONLY; the only exception for Radio 1 is use that must be granted by the General Manager or Operations Manager on a case-by-case basis. Live shows are a privilege and not guaranteed.
  - Answering the request line? Pick Up and say, “Exile Radio, can I help you?”
  Direct the call to the proper source or take a message.
  - This studio is meant to accommodate 3 talent on-mic.
-Authorized personnel only.

**Transmitter Room**

- This room houses the transmitter and is also used for storage.
- *DO NOT TOUCH ANYTHING WITHOUT EXPLICIT INSTRUCTION.*
- *RADIO 2/3 ONLY.*
- Authorized personnel only.

**News Room**

- Used for training of Radio 1 and live delivery of News and Weather for Radio 2/3 (also occasionally used for production.
- This studio is meant to accommodate 2 talent on-mic.
- Be sure to select your “listen-to” studio before practicing your news.
- The doorbell is meant to be your last minute warning of impending live (or recorded) news.
- Authorized personnel only.

**Studio C**

- Used for production, generally for Radio 2/3 only.
- This studio can accommodate 3 talent on-mic (plus 1 producer for production, if required).
- Be sure to power this studio down when not in use.
- Authorized personnel only.

**Office Area**

- This area is the business center of WPHS, and considered anything beyond the entry doors to TV (besides the aforementioned studios).
- Predominantly the workspace for Radio 2/3, the office area may be used by Radio 1 ONLY when preparing a practice NEWS or DJ script for the following day’s rotation.
- Do not disrupt any desktop or cabinet items unless expressly asked to for the purpose of department work in Radio 2/3.
- Answering phones in the office? Pick Up and say, “Exile Radio, can I help you?” Direct the call to the proper source or take a message.
- DO NOT OPEN THE DOOR TO THE OUTSIDE/DECK. THIS DOOR MUST REMAIN CLOSED DURING CLASS.
- Authorized personnel only.