Operator on Duty

The Operator on Duty is effectively the person "**in charge**" of the station's broadcast during the time they are signed in for. They are to act as a representative of the station. They must be prepared and properly trained to respond to station and/or community emergencies (i.e. power outages, transmitter failures, fires, floods etc,).

The Operator on Duty must have a complete understanding of FCC rules regarding broadcasting and by signing in as the Operator on Duty they **agree to comply with all FCC regulations**.

The Operator on Duty must be prepared to respond to any and all inquiries from the FCC should they call or come by the station during their duty shift.

The Operator on Duty is authorized for broadcast by the licensee **only** after they have completed and demonstrate a working understanding of the FCC and the stations rules. (i.e. know the legal ID, know who the Chief Operator is, know how to contact staff, know how to operate the equipment, etc.)

The Operator on Duty shall know, understand and perform the following:

1) Sign in and out on the program log at the start and end of each air shift.

2) Be able to turn on and off and adjust the transmitter within **three** minutes of being asked to by staff or other authorized personal (i.e. FCC, other radio stations on our tower, law enforcement, emergency personnel, etc.)

3) Be able to activate an **EAS** {**E**mergency **A**lert **S**ystem} in an emergency and have full understanding of the **EAS** system. (i.e. receiving weekly and monthly tests, Amber alerts etc.)

4) Maintain control of the air board and broadcast at all times. (i.e. make sure the signal is on and not being encroached on and that only authorized personnel are broadcasting. *{No having guest's running things while you step out.}*)

5) Know who is the station's **Chief Operator** and how to contact them for the FCC, other radio stations, law enforcement, emergency personnel, etc. (Currently the Chief Operator for KZYX and KZYZ is Rich Culbertson and the back-up Operator is Jeffrey Parker)

6) Know the proper legal station **ID**. Make sure it is read at the top of each our.

7) Respond to community emergencies with the appropriate action. (i.e. consult web for info, call Sheriff or other officials for details about the emergency, contact KZYX staff, run **EAS** when needed, etc.)

8) Know and understand where broadcast procedures are found and available. (i.e. operations manual, EAS manual, plastic cheat sheets, etc.)

9) Know and understand how to respond to a request to see the station's Public File.