



ACT Rural Fire Service
Standard Operating Procedure 1.12
**Actions Upon Declaration of
Total Fire Ban**

1.12

Administrative
Management

Purpose

This procedure is to be used when a ban on lighting fires in the open has been declared under the *Emergencies Act, 2004*.

Operating Procedure.

When a Total Fire Ban (TOBAN) has been declared for the following day, the RFS Duty Officer (RFS DO) is responsible for advising all agencies on the attached TOBAN Notification List. It is noteworthy that although the responsibility lies with the RFS DO, the actual task may be delegated by the RFS DO to other ESA members.

The RFS DO will provide to the people on the attached list the following statement:

Tomorrow has been declared a day of Total Fire Ban for the ACT. This ban is in force from midnight tonight until midnight tomorrow night.

Where a TOBAN is declared on a day for the remainder of that day, the RFS DO is tasked with advising all agencies on the attached TOBAN Notification List. The RFS DO will provide to the people on the attached list the following statement:

Today has been declared a day of Total Fire Ban for the ACT. This ban is in force from (time) until midnight tonight.

A media release regarding the TOBAN is to be prepared and forwarded by the Corporate Communications / Media Duty Officer as soon as is possible after the TOBAN has been declared.

Maintained By: Manager, Operations

Approved By: Andrew Stark

Position: Chief Officer RFS

Signature:

A handwritten signature in black ink, appearing to be 'Andrew Stark', written over a light green rectangular background.

Date: 15/02/2011



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Cross Reference SOP/s: SOP 1.13 Processing permits to burn
SOP 1.16 Readiness and TOBAN declaration

Amendments:

ACT Rural Fire Service Total Fire Ban Notification List

Contact	Contact Number
ESA Agencies/Sections	
Commissioner ESA	0417 264 226
Chief Officer ACTRFS	0447 056 860
Chief Officer ACTFB	0408 524 251
Chief Officer ACTAS	0419 769 077
Chief Officer ACTSES	0418 408 436
Director ESA Risk & Planning	0428 104 392
ESA Media Officer	6207 8564
ESA Manager, Fleet & Procurement	0417 698 695
COMCEN SO	6207 8333
ACTRFS	
RFS Staff	Various
RFS Brigade Captains	Various
RFS Aviation Resource	Various
Bureau of Meteorology	
Canberra BoM Office	6247 0411
NSW Severe Weather Desk	(02) 9296 1508
NSW Rural Fire Service	
Region South Operations Manager	0427 911 226
Lake George Zone	6297 1840
Southern Tablelands Zone	6226 3100
Monaro Team	6455 0455
Riverina Highlands Zone	6941 2222
Other Services/Agencies	
Canberra Airport Fire Service	6268 5853
TAMS Agency Representative	0403 607 606
HMAS Harman	0416 063 971
Duntroon Military College	6265 9408
Majura Range Control	0408 673 443 or 0416 266 583
Canberra Airport Tower	6268 5850
ACTEWAGL Control Room	6207 8680
Canberra Tourist Bureau	6205 0044
Scouts ACT	0413 583 966
Outward Bound Australia	0419 203 374 or 6235 5700
Australian Federal Police	131 444
Camp Cottermouth	6288 3270
Permit Holders	Various