

	<p>ACT Rural Fire Service Standard Operating Procedure 1.8 Hourly Fire Tower Weather Broadcasts</p>	<p>1.8 Administrative Management</p>
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Purpose

This procedure is to be used when fire towers send in routine hourly weather reports.

Operating Procedure.

The ESA Communications Centre (COMCEN) Supervisor will:

- Ensure an operator is ready to receive the Fire Tower Weather Reports at two minutes before the hour.
- If for any reason the COMCEN operator is not ready or able to receive the Fire Tower Weather Reports, a message is to be broadcast to the towers requesting that they delay their reports until called.
- Record the data in the fire tower log as it comes in.

Should a Fire Tower fail to call in at the appointed time, Comcen is to immediately contact the RFS Duty Officer (RFS DO) whilst continuing to attempt to establish contact. Comcen is to pass the following information to the RFS DO

- Call sign of the Tower
- Time of last contact
- Any information which Comcen believe to be pertinent to the situation

The RFS DO will then make arrangements to check on the welfare of the Fire Tower operator.

Maintained By: Manager, Operations

Approved By: Andrew Stark

Position: Chief Officer RFS

Signature:



Date: 15/02/2011

Cross Reference SOP/s: SOP 1.2 Broadcast fire weather

Amendments: