

1200 HRS CHECK IN

Site Supervisor or delegate is required to check in with Field Centre Contact at 1200hrs daily by either mobile phone call or SMS (text) message or SPOT Tracker "Okay" Message unless there is an issue; in which case other buttons on the SPOT may be utilized dependent upon the situation. SPOT Tracker message will be received by email address and also as a SMS message on phones of nominated officers.

1205 HRS CHECK FOR THE CHECK IN (FIRST TRIGGER)

If no phone call or SPOT message is received, then **Field Centre Contact** is to send an SMS message to Site Supervisor advising that message has not been received and to try again.

1215 HRS CHECK FOR THE CHECK IN (SECOND TRIGGER)

If still no phone call or SPOT message received from Site Supervisor then **Field Centre Contact** is to send / or call any other person on site for confirmation of their well-being.

Note that VHF or UHF radio may also be an option for contact.

1230 HRS CHECK FOR THE CHECK IN (THIRD TRIGGER)

If still no phone call or SPOT message received from either the Site Supervisor or the person on site from the last attempt at contact, then **Field Centre Contact** is to attempt to contact any other person known to be on work site.

If there is no other person on work site then **Field Centre Contact** is to send another SMS or try another phone call to Site Supervisor.

1230 TO 1330 HRS TROUBLE SHOOT AND TRY TO SEND MESSAGE

Site Supervisor to attempt to rectify problem and send message / make contact.

Field Centre Contact to continue to try to contact any other personnel on work site.

1330 HRS CHECK FOR CHECK IN (FOURTH TRIGGER)

If still no contact has been made by 1330 Hrs then **Field Centre Contact** is to -

Contact Tasmania Police 000

Contact PWS Management

Ranger In Charge Freycinet	Alena Hrasky	0428 865 797
A / Parks and Reserves Manager East Coast	Adam Smith	0409 506 029
Regional Operations Manager North	Linda Overend	0407 132 812
Regional Manager North	Donna Stanley	0428 151 918