

	<b>JEFFERSON COUNTY DEPARTMENT OF EMERGENCY SERVICES</b> STANDARD OPERATING PROCEDURES	Initial: 03-01-2006 Revised:
	SOP#: FIRE 3-23	
	Subject: Special Announcements	

## SPECIAL ANNOUNCEMENTS

### A. PURPOSE

This policy presents the procedure by which the communications center will make special radio announcements, including criteria and times.

### B. PROCEDURE

1. Special announcements made by the Communications Center will be done three (3) times, as close to 08:00, 12:00 and 18:00 as possible. (Exceptions may be considered for emergency situations.) The three announcements can be made all in one day or split between two consecutive days. It is recommended that, when possible, the request for a countywide announcement be mailed or faxed (814-849-1689) to the 9-1-1 center to the attention of the 9-1-1 Supervisor.
2. Requests will be made for countywide announcements only and for training or meeting issues.
3. A station may make their own announcement when it concerns their station or area, using a base or mobile radio. Any station making an announcement should monitor the channel prior to transmitting and must not interfere with other radio traffic on the frequency.
4. Announcements will not be made for stations individual drills, activities (i.e. BINGO, suppers, individual station activities, etc).
5. All requests for broadcast must be approved by the 9-1-1 Supervisor or his/her designee prior to the request being announced.