

2. the exact location of the event in reference to well-known towns, landmarks, intersections, etc
3. the exact time the event occurred
4. if it's a second/third hand report, the source of the original report, along with all pertinent information (1-3 above)

This information, along with any other details, should be logged and should be provided to forecasters as soon as possible.

### **3.2. Operating Rules**

#### **3.2.1 Access to NWS**

Responders should park adjacent to the employee parking area at the northwest corner of the AgriCenter building. Please do not park in spaces marked "EMERGENCY - NATIONAL WEATHER SERVICE" unless no other spaces are available. Also, do not park on the sidewalk/plaza area in front of the NWS office. Use the employee entrance to gain entry to the NWS office. This door is locked at all times. To gain entry, push the white button next to the door and a buzzer will sound inside. Responders must wear their SKYWARN I.D. badges when responding to the NWS office.

#### **3.2.2 Briefing Upon Arrival at the NWS**

Upon arrival at the NWS, **immediately** identify yourself to a forecaster or other staff member as a SKYWARN amateur radio operator and ask a forecaster for a briefing on the severe weather situation. You should try to get the following information from the forecaster:

1. Where storms are located and in which direction they are moving
2. Characteristics and history of the storm(s) (i.e. hail, damaging winds, tornadoes, etc.)
3. What geographic locations are of primary concern to the forecasters
4. The latest statements, watches and warnings to be read over the net.

#### **3.2.3 Use of Tactical Call Signs**

The Responder/NCS physically located at the National Weather Service office will use the tactical call sign "MEMPHIS WEATHER" to identify the NWS station. Remember, however, that FCC rules on identifying still apply in this situation, so you must also identify yourself using your own callsign once every ten minutes and at the end of each contact.