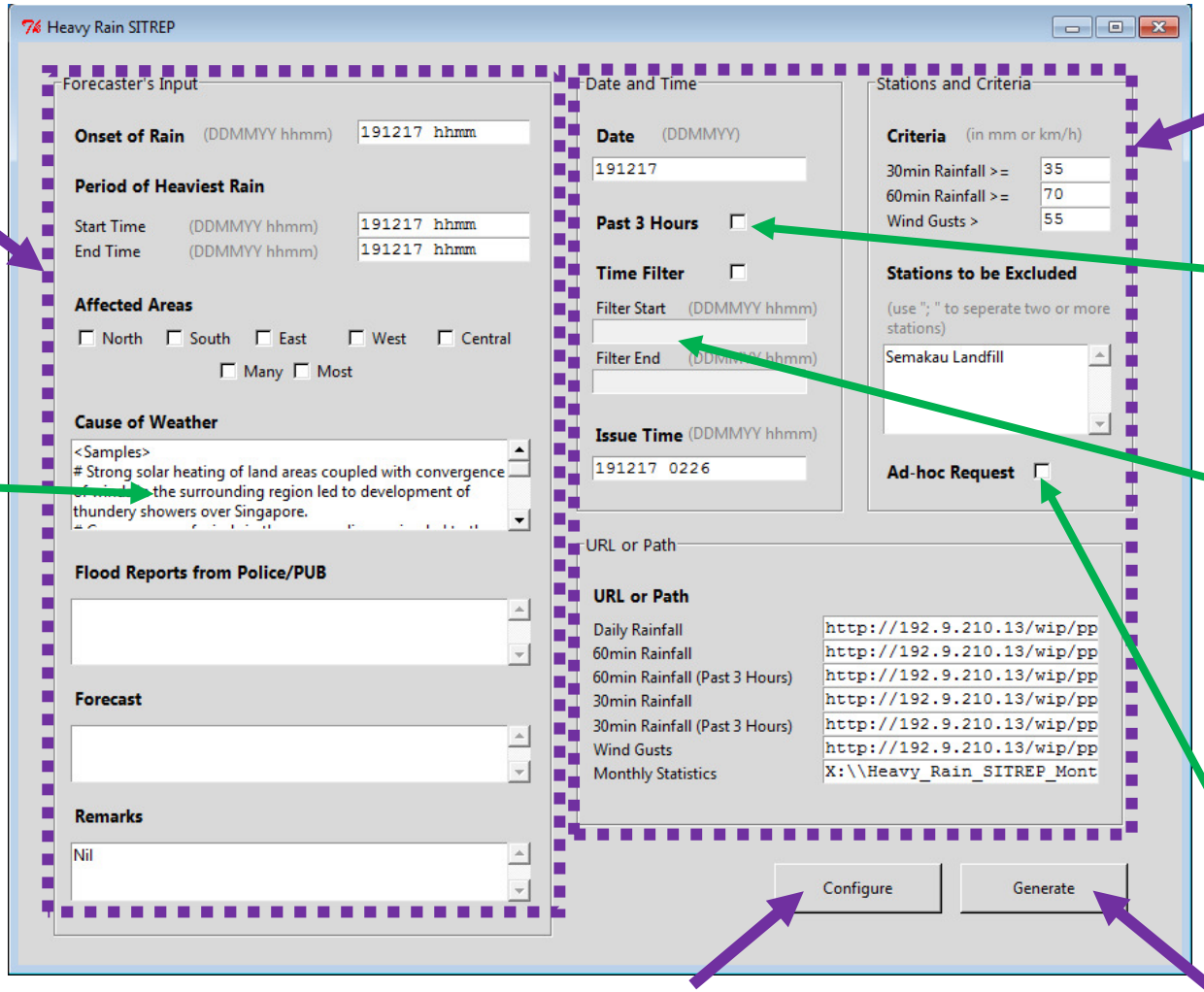
Upon launching the program executable file (.exe), an interface as follows will appear. Most of the fields are populated automatically as shown. Follow the four simple steps below to generate the situation report (SITREP).



1. **Forecaster's assessments are to be input here.**

Standard samples for the cause of weather are inserted by default. Delete the unwanted samples and edit the text to suit your assessment.

All entries for time are in the format of 'hhmm'. Use 0000 instead of 2400 for midnight.

2. **Skip this unless changes to default settings are needed.**

Select 'Past 3 Hours' option if the heavy rain spans across midnight, so that 60min and 30min rainfall data will not be reset to zero.

Select 'Time Filter' option and specify the required temporal range. Useful when there are more than one spell in a day.

Select 'Ad-hoc Request' option to indicate the issuance is due to ad-hoc request by other agency(ies).

3. **Click 'Configure' to save the input values and settings.**

4. **Click 'Generate' to create the SITREP**

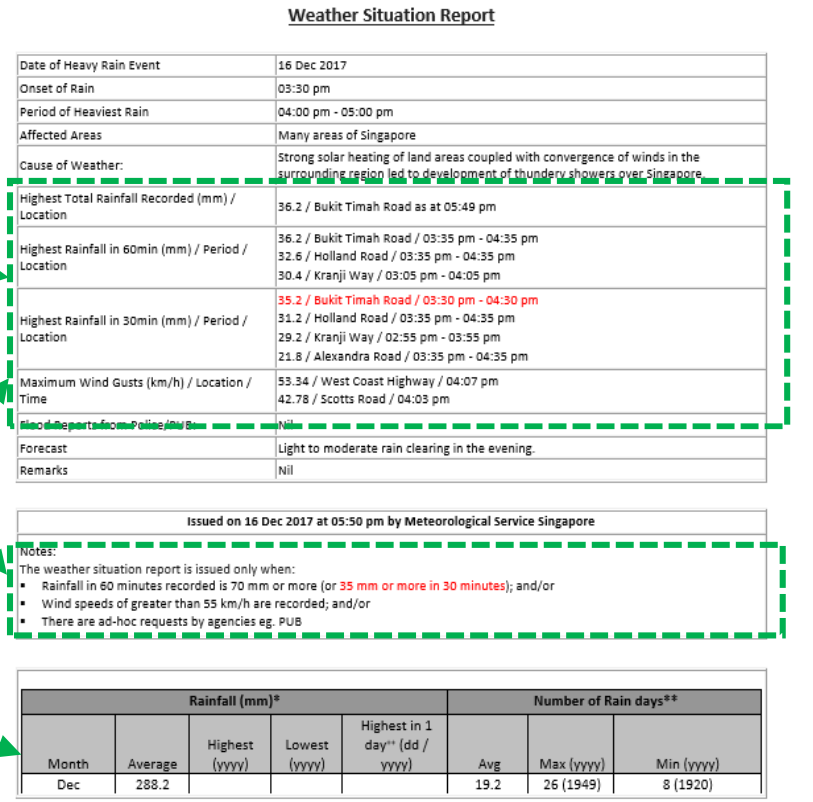
After **Step 4**, a SITREP in Microsoft Word (.docx) format will be saved in the folder named 'Heavy_Rain_SITREP_Files' located in the same directory as the program executable file (.exe). Shortcuts are available on the desktop. The SITREP generated is shown below. Unless required, forecasters do not need to make any change to it.

5. Copy it to an SOE machine to be sent as the email body.

Rainfall and wind gusts data are selected and written automatically.

Font colour is changed automatically according to the SITREP criteria.

Monthly climatological statistics are appended automatically.



Weather Situation Report

Date of Heavy Rain Event	16 Dec 2017
Onset of Rain	03:30 pm
Period of Heaviest Rain	04:00 pm - 05:00 pm
Affected Areas	Many areas of Singapore
Cause of Weather:	Strong solar heating of land areas coupled with convergence of winds in the surrounding region led to development of thundery showers over Singapore.
Highest Total Rainfall Recorded (mm) / Location	36.2 / Bukit Timah Road as at 05:49 pm
Highest Rainfall in 60min (mm) / Period / Location	36.2 / Bukit Timah Road / 03:35 pm - 04:35 pm 32.6 / Holland Road / 03:35 pm - 04:35 pm 30.4 / Kranji Way / 03:05 pm - 04:05 pm
Highest Rainfall in 30min (mm) / Period / Location	35.2 / Bukit Timah Road / 03:30 pm - 04:30 pm 31.2 / Holland Road / 03:35 pm - 04:35 pm 29.2 / Kranji Way / 02:55 pm - 03:55 pm 21.8 / Alexandra Road / 03:35 pm - 04:35 pm
Maximum Wind Gusts (km/h) / Location / Time	53.34 / West Coast Highway / 04:07 pm 42.78 / Scotts Road / 04:03 pm
Flood Reports from Police/PUB	Nil
Forecast	Light to moderate rain clearing in the evening.
Remarks	Nil

Issued on 16 Dec 2017 at 05:50 pm by Meteorological Service Singapore

Notes:
The weather situation report is issued only when:
- Rainfall in 60 minutes recorded is 70 mm or more (or 35 mm or more in 30 minutes); and/or
- Wind speeds of greater than 55 km/h are recorded; and/or
- There are ad-hoc requests by agencies eg. PUB

	Rainfall (mm)*				Number of Rain days**		
Month	Average	Highest (yyyy)	Lowest (yyyy)	Highest in 1 day** (dd / yyyy)	Avg	Max (yyyy)	Min (yyyy)
Dec	288.2				19.2	26 (1949)	8 (1920)

		765.9 (2006)	62.5 (1932)	512.4 (02 / 1978)				

* Period of record: 1869 – 2016 (148 years)
** Period of record: 1891 – 2016 (126 years)
++ Period of record: 1929 – 1941 & 1948 – 2016 (82 years)

Years in which highest rainfall record (for the respective durations) occurred in Dec (mm)#								
Duration (hr)	0.25	0.5	1	2	3	6	12	24
Amount	40	77	99	121	158	282	377	533
Day	18	18	30	10	2	2	10	2
Year	1985	1985	1959	1969	1978	1978	1969	1978

Period of record: 1935 – 1941 & 1948 – 2015 (76 years)

Extreme Rainfall on record #		
	Highest in a day	Highest 1-hr duration
Rainfall (mm)	512.4	147
Date	2-Dec-78	2-Nov-95

Period of record: 1935 – 1941 & 1948 – 2015 (76 years)

Extreme Wind Speed on record #		
Maximum Wind Gust*		
Date	Speed (km/h)	Direction
25-Apr-84	144.4	280

Period of record: 1955 –2016 (62 years) * Recorded at Tengah Station

Extreme Wind Speed on record #		
Highest 10min Mean Wind		
Date	Speed (km/h)	Direction
23-Feb-85	63.7	322

Period of record: 1973 –2016 (44 years) * Recorded at Tengah Station

End of document