APPENDIX 8: REQUESTING OFFICER CHECKLIST

Stage of EA	Prompts
Decision to Warn	☐ Is there a potential for the loss of life or a major threat to a number of properties or the environment? ☐ Does the community need to act in some way such as relocate to a safer area, prepare property or be aware of information? ☐ Is the community required to take action or is urgent action required due to the time of the situation i.e. in the night? ☐ Are other means of communication also being engaged (eg social media, broadcast media, doorknocking, town sirens etc) ☐ Have you considered the delivery of messages for operations which cross jurisdictional borders? ☐ Have checks been done with other warning agencies to avoid duplication? ☐ Have relevant call centres been briefed? ☐ Have other consequence management issues been addressed? ☐ Have other affected agencies, local government, LDMGs, DDMGs,. been informed?
Warning and Alert Message Construction and Dissemination	☐ Are the messages consistent across different sources available to the general public? ☐ Is the message simple, clear and brief? ☐ Are messages disseminated using a variety of delivery mechanisms, and do they complement each other to produce a complete picture? ☐ Do the messages contain all relevant pertinent details? ☐ Are the messages presented in a way which is easily and quickly understood? ☐ Are messages ONLY targeted to those communities at risk? (Avoid public complacency and over-warning) ☐ Is the message relevant to the community receiving the EA? ☐ Is the message worded in accordance with advice from the relevant agencies? ☐ Is a threat direction required? (Can only be used for EA Warnings) ☐ Are messages compliant with relevant commonwealth and jurisdictional legislation and policy? ☐ Has an authorised person approved the message for dissemination?
Monitoring, Closure and Review	☐ Are there any subsequent community messaging requirements needed (EA Follow up message)? ☐ Has the situation changed and the message requires changing/cancelling?