



## APPENDIX 9: AO CHECKLIST

Stage of EA	Prompts
Decision to Warn	<ul style="list-style-type: none"> <li><input type="checkbox"/> Have checks been done with other warning agencies to avoid duplication?</li> <li><input type="checkbox"/> Have relevant call centres been briefed?</li> <li><input type="checkbox"/> Has the Requesting Officer addressed any required consequence management actions?</li> <li><input type="checkbox"/> Have other affected agencies, local government, LDMGs, DDMGs, etc. been informed?</li> <li><input type="checkbox"/> Have you considered the delivery of messages for operations which cross jurisdictional borders?</li> <li><input type="checkbox"/> Have other consequence management issues been addressed? (e.g. Smart Services Queensland or other call centres been warned of possible increase in calls, evacuation centres have been opened)</li> <li><input type="checkbox"/> Are there neighbouring boundary/s also issuing EA and the potential the community within either jurisdictions receiving duplicated or conflicting EA messages?</li> </ul>
Warning and Alert Message Construction and Dissemination	<input type="checkbox"/> Are the messages consistent across different sources available to the general public?
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Do the messages contain all relevant pertinent details?</li> <li><input type="checkbox"/> Are the messages presented in a way which is easily and quickly understood?</li> <li><input type="checkbox"/> Are media outlets aware an EA Alert is being issued? Media outlets will only be advised that an EA has been issued once dissemination has occurred.</li> </ul>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Are messages ONLY targeted to those communities at risk? (Avoid public complacency and over-warning)</li> <li><input type="checkbox"/> Are you aware to avoid garbled messages causing confusion weak signals will not receive an EA message?</li> <li><input type="checkbox"/> Are messages compliant with relevant commonwealth and jurisdictional legislation and policy?</li> </ul>
	<input type="checkbox"/> Are messages compliant with relevant commonwealth and jurisdictional legislation and policy?
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Has an authorised person approved the message for dissemination?</li> <li><input type="checkbox"/> Has a record been of the message approval and delivery process maintained?</li> </ul>
Monitoring, Closure and Review	<ul style="list-style-type: none"> <li><input type="checkbox"/> Has <a href="http://www.disaster.qld.gov.au">www.disaster.qld.gov.au</a> been updated by QFES/QPS Media (or the QFES Information and Warnings for bushfire)?</li> <li><input type="checkbox"/> If applicable, has the Requesting Officer been notified of any EA Alert issues or delays?</li> </ul>

