PHONE THE SDCC WATCH DESK (07) 3635 2387 – ADVISE EA IS BEING DEVELOPED

EMERGENCY ALERT REQUEST

Queensland Government

Location of Alert: (e.g. Suburb, Town)	Date & Time: hrs
LGA/Agency requesting:	

Requesting Officer (e.g. Disaster Coordinator/Incident Controller) Name: Agency/Position:	**Telephone:** (SDCC Watch Desk may telephone you)

Email:

Advised   LDC/LDMG: ☐ YES   DDC/DDMG: ☐ YES   Neighbouring LDMG/LGA: ☐ YES ☐ N/A

Send Alert   **Immediately**: ☐ YES   **Scheduled**: ☐ YES   Date & Time   hrs

Event Type

Distributed by: (Channel)	☐ Voice (Landline only)	☐ SMS – Location Based (Location of phone at time of distribution)	☐ SMS – Service Address Based (Registered billing address)

Message Severity   ☐ Emergency Warning (Activates SEWS)   ☐ Watch & Act   ☐ Advice

Threat Direction Required? (e.g. Fire, Chemical Spill, Dam Spill)	☐ YES ☐ N/A	**Threat location indicated on map?** Only For Emergency Warning Voice & Service Address SMS	☐ YES ☐ N/A
EA Messaging Filename (Doc, Pdf):		**Polygon Filename, (Kml, Kmz, Gml, GeoJSON):** **Number of polygons** _____ (if multiple, attach list in order of priority)	
Supplied via: ☐ DM Portal ☐ Email ☐ Verbal ☐ Other Other (please specify):		**Supplied via:** ☐ DM Portal ☐ Email ☐ Verbal ☐ Other Other (please specify):	

Voice: Type or handwrite, max 4000 characters incls spaces. (Ideally message should be < 450 characters)

SMS: Type or handwrite, use capitals for clarity, max 612 characters incls spaces. (Ideally should be < 160 characters incl. spaces)

Remove EA from websites:	☐ 12 hrs ☐ 24 hrs ☐ 48 hrs ☐ Specify Date & Time: ☐ Replace previous EA message hrs	☐ Check back in 12 hrs: Contact #:_____

Requesting Officer:	**Signature:**	**Date:**

Send to sdcc@qfes.qld.gov.au and telephone (07) 3635 2387 to confirm receipt

FOR USE BY SDCC

EA Request Form completed by: SDCC Watch Desk ☐   Requesting Officer ☐
Notification of any delays provided to Requestor: ☐ YES   ☐ NO

EA User Name: Signature:	Date:	Emergency Alert No:
Authorising Officer Name: Signature:	Date:	EMS EA Campaign Report ID:
Report provided to Requestor on EA outcomes: ☐ YES ☐ NO		

EA Manual, EA Quick Reference Guide and the EA Request Form Template are available at: www.disaster.qld.gov.au