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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| https://qfes.psba.qld.gov.au/forms/branding/corporate/logos/PublishingImages/option-2/Qld-CoA-Stylised-2LS-mono.png | **PHONE THE SDCC WATCH DESK (07) 3635 2387 – ADVISE EA IS BEING DEVELOPED** | | | | | | | | | | | | | | | | | | |
| EMERGENCY ALERT REQUEST | | | | | | | | | | | | | | | | | | |
| **Location of Alert:**  (e.g. Suburb, Town) | | | | | | | | | | | | | | | | | **Date:** | |
| **LGA/Agency requesting:** | | | | | | | | | | | | | | | | | **Time:** | |
| **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** | Cyclone | | | | Storm Tide | | | | | | | Flash Flood | | | | | Flood | | |
| Bushfire | | | | Fire Incident | | | | | | | Smoke / Toxic Plume | | | | | Chemical Spill | | |
| Tsunami (Sent as Location Based Text Message ONLY) | | | | | | | | | | | | | | | | | | |
| Other (please specify): | | | | | | | | | | | | | | | | | | |
| **Distributed by:** (Channel) | Voice | | | | | SMS – Location Based | | | | | | | | | | SMS – Service Address Based | | | |
| (Landline only) | | | | | (Location of phone at time of distribution) | | | | | | | | | | (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: | | | | | | | Check back in 12 hrs: | | | | | |
| Replace previous EA message | | | | | | / / : hrs | | | | | | | Contact #:­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Requesting Officer: Signature: Date: / /** | | | | | | | | | | | | | | | | | | | |
| [**Send to sdcc@qfes.qld.gov.au and telephone (07) 3635 2387 to**](mailto:%20Send%20to%20sdcc@qfes.qld.gov.au%20and%20telephone%20(07)%203635%202387%20to) **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: | | | | | | | | | | | | | | | Emergency Alert No: | | | | |
| Signature: | | | | | | | | | | | Date: / / | | | |  | | | | |
| Authorising Officer Name: | | | | | | | | | | | | | | | EMS EA Campaign Report ID: | | | | |
| Signature: | | | | | | | | | | | Date: / / | | | |
| Report provided to Requestor on EA outcomes:  YES  NO | | | | | | | | | | | | | | |  | | | | |
| *The EA Manual, EA Quick Reference Guide, EA Request Form Template are available at: www.disaster.qld.gov.au* | | | | | | | | | | | | | | | | | | | |

EA Request Form – F.1.177 Last Updated: 31 October 2022 Version: 3.0