

Authorising Officer Checklist

Warning stage	Prompts
Decision to warn	☐ Does the request meet the criteria for use of a telephony-based alert?
	☐ Is the selected alert type the most appropriate for the disaster or emergency situation? Has a strong justification been provided for the alert type?
	☐ Is the message severity appropriate?
	☐ Have checks been done with other Issuing Agencies to avoid duplication? Is there potential for the community to receive duplicated or conflicting alert messages?
	☐ Have the LDMG/LDC, DDMG/DDC, and/or neighbouring LDMG/LGA been informed?
	☐ Has the delivery of messages for operations that cross borders been considered?
	☐ Has the Requesting Officer addressed any required consequence management actions? What documentation is available to support actions being/taken?
	☐ 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)?
Message construction, authorisation, dissemination and amplification	☐ Are the messages consistent across the various warning channels?
	☐ Does the message contain all important information?
	☐ Is the message simple, clear, brief and using simple English? Ensuring it is relevant for the receiving community.
	☐ Are media outlets aware an alert is being issued?
	☐ Are messages only targeted to those communities at risk (to avoid public complacency and over-warning)?
	☐ Have you viewed the alert area and listened to the message, where appropriate?
	☐ Has an authorised Requesting Officer confirmed the message for dissemination?
	☐ Has a record been made of all relevant decision making considerations, including times?
Monitoring, closure and review	☐ Have QPS Media (or QFD Public Information and Warnings Unit for bushfire and HAZMAT) issued information to media outlets? Have they started uploading data to websites?
	☐ If applicable, has the Requesting Officer been notified of any alert issues or delays?