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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 [ ]  OtherOther (please specify): | **Supplied via:**  [ ]  DM Portal [ ]  Email [ ]  Verbal [ ]  OtherOther (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** **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