Preliminary Notice template

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| Reference number |  | Date | [201X-month(xx)-day(xx)] |
| Issuing Coordination Centre | [name here] Coordination Centre | Emergency |  |
| Prepared by | [name and role] | Approved by | Controller [name] |

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| Current situation |
| Hazard:  [Keep this to a single sentence, it is not a SitRep. “Flooding and gale force winds across the north and west of the district” would be sufficient].  Response:  [Keep this to the major activations and response activities to date, no more than a short paragraph] |
| Mission statement |
| [Enter the mission statement, or if not known “To be determined”] |
| **Broad response options** |
| [May include specific planning or preparatory tasks for support agencies and response elements]  Response Option 1:  Response Option 2:  Response Option 3: |
| Coordinating instructions |
| Timing: *[When the Action Plan is likely to begin, any subsequent timings such as a possible transition to the recovery phase.]*  Anticipated length of the operational period:  Key locations: [Assembly Areas, main transport nodes, main CDEM facilities.] |
| Information collection |
| [May include specific Information Requirements from Preliminary Scoping, HEA and/or the planning process]  [May include information collection priorities; subjects of interest, rather than discrete items] |
| Logistics |
| Critical resources: *[List any identified critical resources]*  Procurement: *[List any procurement restrictions (e.g. procure out of boundaries), if any resources will be centrally procured]* |

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| Control |
| Lead agency:  Outline response structure: *[Agencies and response levels (higher or lower) that have activated]* |
| Other information |
| *[Any additional information]* |

**Notes**

* If something is not known, then state “To be determined”.
* If something has not changed from a pre-response arrangements, previous preliminary notice or Action Plan, state “No change”.