Notification Status Report

Incident Name:

EXTERNAL NOTIFICATIONS

Organisation	Phone	Date/Time	Name of Person Contacted/Email	Notified By	Case No.	Notes
AMSA JRCC	02 6230 6811					NP / ETC
DBCA SDO	08 9219 9000					OWA
Pollution Watch	1300 784 782					DWER
DFES SSDO	08 9395 9201 0407 942 138					*Level 2/3 Only*
WA ESC	0458 388 267					ELG
DoT MEER	08 9480 9924					Any MOP/MTE

INTERNAL NOTIFICATIONS

Name/Position	Phone	Date/Time	Email	Notified By	Notes

Notification Status Report	Prepared By:	At:
Prepared by Planning Section	Page of	*WA Department of Transport*

NOTIFICATION STATUS REPORT

Purpose: The Notification Report is used to document each Government and Non-Government Organization (NGO) notified and briefed on the incident, as well as, internal notifications made.

Preparation: The company representative or the Liaison Officer in the Command Staff prepares the Notification Report.

Distribution: The Notification Report is a critical part of the incident briefing and the Incident Action Plan. When updated, the Situation Unit Leader will post/update the Situation Display in the Command Post.

Item Title	Instructions
Incident Briefing #:	Enter the briefing number for the form.
Incident Name	Enter the name assigned to the incident.
Incident Briefing At:	Enter the time for which the form applies.
External	
Organisation	Enter the name of the Organization notified.
Phone	Enter the phone number of the Organization notified.
Date/Time	Enter the date and time the notification is made.
Name of Person Contacted	Enter the name of the person notified.
Email	Enter the email address of the person notified.
Case Number	Enter the Case Number where applicable (e.g. NRC Case Number).
Notes	Enter relevant notes e.g. if follow up is required, ETA of the organization
Notified By	Enter the name of the person making the notification.
Internal	
Name/Position	Enter the Name and Position of the person/area notified.
Phone Number	Enter the phone number of the person/area notified.
Date/Time	Enter the date and time the notification is made.
Email	Enter the email address of the person/area notified.
Notes	Enter relevant notes e.g. if follow up is required, ETA of the person/area
Notified By	Enter the name of the person making the notification.
Prepared By	Enter name of the person preparing the form and date/time.