



# Emergency Alert Request Job Aid

## 1) Action requested:

<input type="checkbox"/> Evacuation
<input type="checkbox"/> Shelter in Place
<input type="checkbox"/> Climb to Higher Ground
<input type="checkbox"/> All Clear
<input type="checkbox"/> Missing Endangered Person

## 2) Severity level:

<input type="checkbox"/> Advisory
<input type="checkbox"/> Warning
<input type="checkbox"/> Order (Includes WEA and EAS)

## 3) Determine the area for sending the message:

<input type="checkbox"/> List specific alert area(s) using All-Hazard polygon(s)
<input type="checkbox"/> List specific alert area(s) using Flood polygon(s)
<input type="checkbox"/> Draw a radius using a specific distance from an address or intersection.
<input type="checkbox"/> Draw a shape on a paper map or mobile device and email it to dispatch <a href="mailto:BCSOCommunications@BoulderCounty.org">BCSOCommunications@BoulderCounty.org</a>
<input type="checkbox"/> Verbally relay the defined area by phone or radio. Use streets as boundaries

## Considerations for Supervisors

<input type="checkbox"/> Incident Command has Law and Fire representatives for alerting decision-making needs	<input type="checkbox"/> Safe route in for first responders
<input type="checkbox"/> Stop railroads	<input type="checkbox"/> Use of IPAWS (WEA/EAS) for shelter in place <b>orders</b> during incidents that people may be hiding
<input type="checkbox"/> Traffic control at primary intersections	<input type="checkbox"/> Access & functional needs
<input type="checkbox"/> Schools	<input type="checkbox"/> Long-term care facilities
<input type="checkbox"/> Hospitals	<input type="checkbox"/> Large animal evac needs
<input type="checkbox"/> Water Treatment Plants	<input type="checkbox"/> Gas, electric and phone Infrastructure

## Definitions & Alert Delivery Details

**Advisory** – Informational alert about a situation that is likely to impact the specified area

Delivery details:

- Voice, text, email and/or fax sent to landlines, opt-in account phone numbers and Everbridge Resident Connection publicly sourced landlines, cell phones & VOIP.

**Warning** – Prepare to act, or take action immediately if you need extra time to mobilize

Delivery details:

- Voice, text, email and/or fax sent to landlines, opt-in account phone numbers and Everbridge Resident Connection publicly sourced landlines, cell phones & VOIP.

**Order** – Take action immediately due to an imminent threat to life

Delivery details:

- Voice, text, email and/or fax sent to landlines, opt-in account phone numbers and Everbridge Resident Connection publicly sourced landlines, cell phones & VOIP.
- **IPAWS – Wireless Emergency Alerts (WEA) & Emergency Alerting System (EAS)**