[INSERT LOCAL GOVERNMENT LETTERHEAD/LOGO]

LDCC Situation Report

Situation Report

[Insert Local Government Area] Local Disaster Coordination Centre

|  |  |  |
| --- | --- | --- |
| **Event** | | |
|  | | |
|  | | |
| **Sitrep No:** | **Date:** | **Time period:** |
|  |  |  |
| **Distribution:** | | |
| * [Insert District] District Disaster Coordination Centre * [Others] | | |
| **From:** | | |
| [Insert local government] Local Disaster Coordination Centre Phone: [Insert number]  Email: [Insert email address] Facsimile: [Insert number] | | |

**Summary Impacts Emerging Issues Key Messages**

**Approval**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Prepared by:** |  | **Signature** | **Date:** | **Time:** |
|  |  |  |
| **Approved by:** |  | **Signature** | **Date:** | **Time:** |
|  |  |  |