[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:** |
|  |  |  |