



## California Alert and Warning Guidelines Change Request Form

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To request changes, corrections or additions to the California Alert and Warning Guidelines, please submit a completed copy of this form to [Local.Alerts@caloes.ca.gov](mailto:Local.Alerts@caloes.ca.gov).

*Please include only one change per form.*

Requests received by March 31<sup>st</sup> will be reviewed and, if approved, implemented in the current year's updates. Any requests sent April 1<sup>st</sup> and beyond will be considered for the next year's review.

### Requestor Information:

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**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### Proposed Change:

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**Section:**

*(check one)*

- |                                                                                          |                                                                           |
|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <input type="checkbox"/> 1. Executive Summary                                            | <input type="checkbox"/> 11. Alert & Warning Methods and Technologies     |
| <input type="checkbox"/> 2. Acknowledgements                                             | <input type="checkbox"/> 12. General Features to Consider in Your Program |
| <input type="checkbox"/> 3. Purpose                                                      | <input type="checkbox"/> 13. Alert and Warning Messaging                  |
| <input type="checkbox"/> 4. Intended Audience                                            | <input type="checkbox"/> 14. Alerting Coordination                        |
| <input type="checkbox"/> 5. Review and Updates                                           | <input type="checkbox"/> 15. Training Requirements                        |
| <input type="checkbox"/> 6. What are Public Warnings, Alerts, orders, and Notifications? | <input type="checkbox"/> 16. System Testing and Exercise Requirements     |
| <input type="checkbox"/> 7. Roles and Responsibilities                                   | <input type="checkbox"/> 17. Glossary of Terms                            |
| <input type="checkbox"/> 8. Guidelines for Issuing Public Alerts & Warnings              | <input type="checkbox"/> 18. Appendices                                   |
| <input type="checkbox"/> 9. When to Issue Alerts & Warnings                              |                                                                           |
| <input type="checkbox"/> 10. How to Issue Alerts & Warnings                              |                                                                           |

*Continue on next page*

# Alert and Warning Program



**Additional Information:**

Subsection: \_\_\_\_\_

Page: \_\_\_\_\_

Paragraph: \_\_\_\_\_

**Change Type:**

*(check one)*

- Correction
- Addition
- Deletion
- Grammar/Spelling

**Content** *(include applicable codes and reference information as needed):*

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