

## “COMMUNITY STORIES – LOCAL EMERGENCIES”

Community Stories – Local Emergencies is a layer in the Community Map where members of the Community can access and upload their event reflections or experience and photos directly.

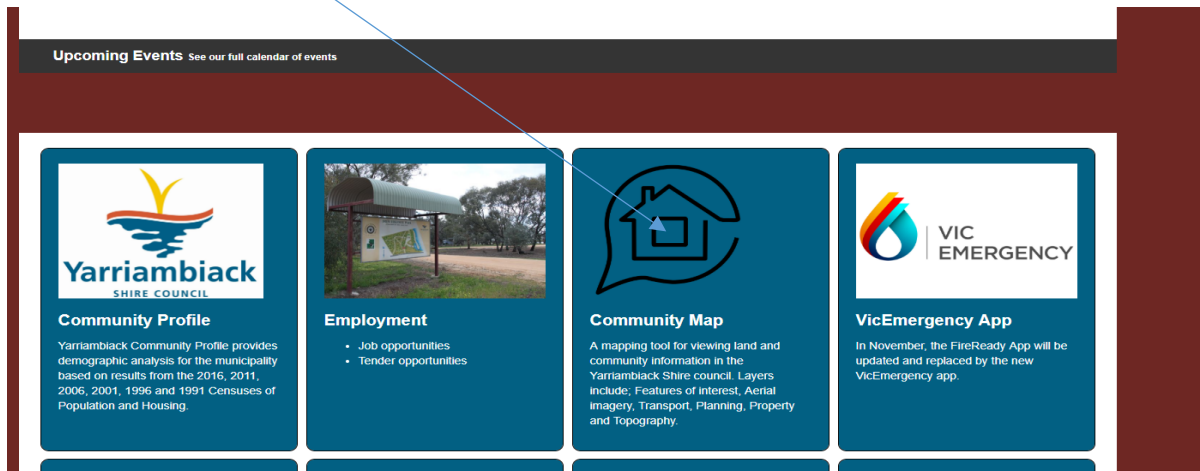
“Events” can be fire, floods, droughts, plagues, storm, service disruptions etc.

The Wimmera Emergency Management Project Officer will be moderator of all submissions initially.

Any enquiries please phone or email the Wimmera Emergency Management Project Officer, Michelle Ellis on contact details listed above.

### UPLOADING STORY PROCESS:

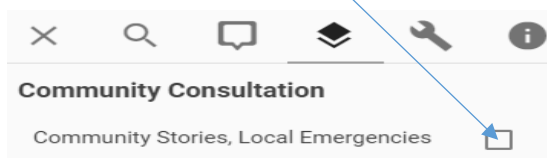
1. Enter via the Community Map (*which is on the front page of Councils website*)



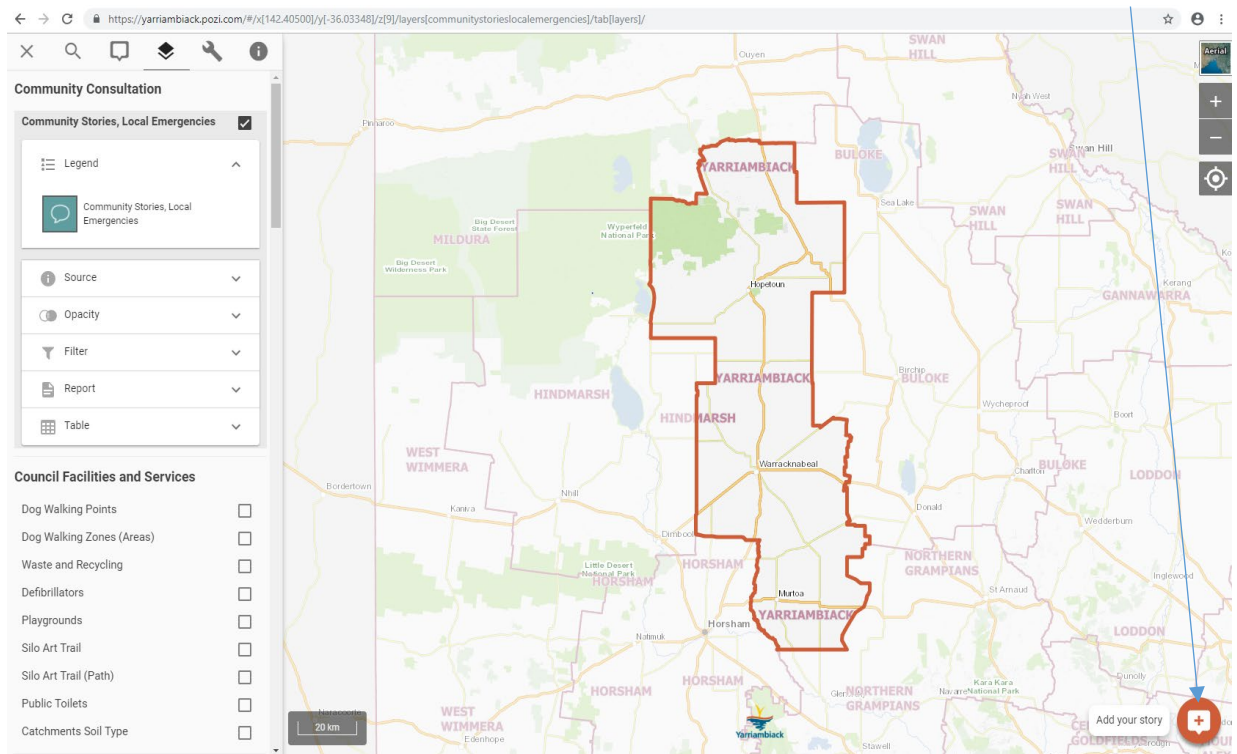
2. Click on the menu function



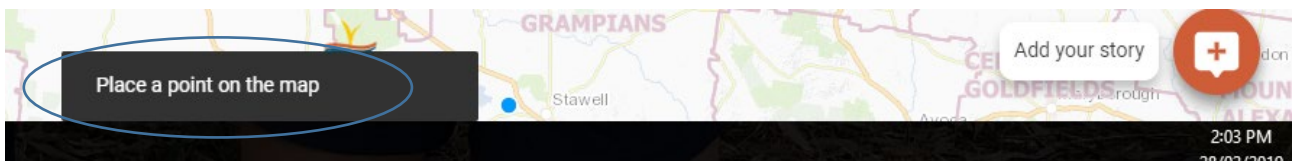
3. Community Consultation is the first subject topic. Tick the Community Stories, Local Emergencies box



4. A legend will appear along with an icon bottom right corner: “Add your story”



5. Click the icon and an advisory “Place a point on the map” will pop up, use the mouse to select location on map



6. Once a place is selected the author documentation fields will appear. They are quite self-explanatory.

**Community Stories, Local Emergencies**

Add your comments, observations or memories about a local emergency event, at the location you have clicked.

**Story Title \***

A brief description of the event

**Location Description**

Closest road and area name  
e.g. Krauses Rd, Lawloit

**Emergency Type \***

Fire

Flood

Drought

Significant Service Disruption

Storm

Other

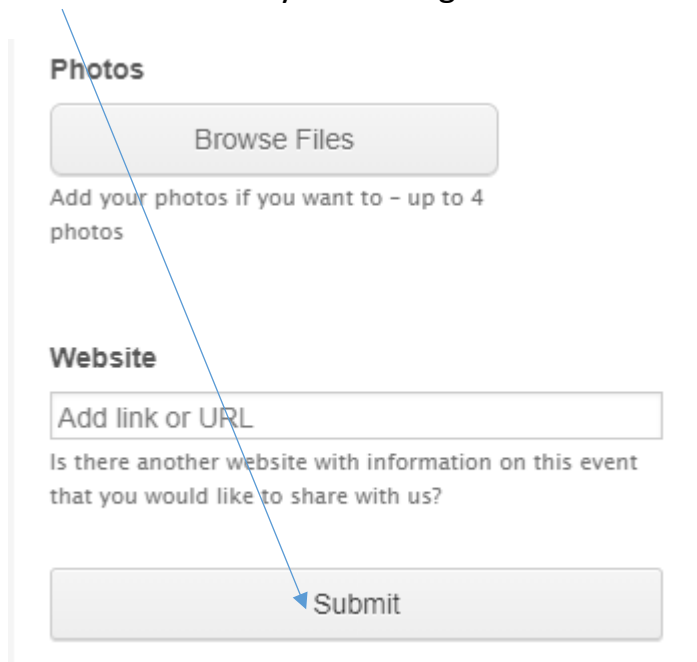
**Event Year \***

eg 2001

**Your Comments \***

Share your story – memories, reflections, insights on what occurred, how things could have gone better (or worse), how you helped or were helped, recognise the efforts of neighbours, friends or strangers. Write whatever you feel is appropriate to remember, commemorate, aid in recovery, or help in planning for the future.

7. When all the information and photos have been uploaded the final step is to “submit”. A thank you message and disclaimer will appear.



The image shows a form with two main sections: "Photos" and "Website".

- Photos:** Contains a "Browse Files" button and the text "Add your photos if you want to - up to 4 photos".
- Website:** Contains a text input field with the placeholder "Add link or URL" and the text "Is there another website with information on this event that you would like to share with us?".

At the bottom of the form is a large "Submit" button. A blue arrow originates from the top left of the form and points directly to the "Submit" button.

8. The “story” will be sent to the Moderator and if appropriate posted!

The Moderator will receive an email notifying of a submitted story.

Jotform is the application used to manage the submissions, easy to use and free.