STRATEGIC COORDINATING GROUP (SCG) SITUATION REPORT

EVENT/INCIDENT	*(e.g. Adverse Weather – flooding/snow)*		
DATE			
TIME			
SCG CHAIR	*(name and contact number)*		
AUTHOR		SitRep No.	

SUMMARY OF GUIDANCE FOR COMPLETION OF THE TEMPLATE

Detailed guidance notes appear at Annex One, but please observe the following in completing the SITREP template:

- *This SITREP will focus on the <u>strategic</u> dimensions of the emergency and issues arising from that. It will be based on operational reporting, but the strategic issues should not be obscured by operational detail.*

- *The RAG status will reflect a judgement of the situation, progress and likely developments – there is no detailed method or metrics to follow, just a defensible judgement of these three dimensions.*

- *Reporting the assessed quality of information, together with source and time is critical.*

- *Where images (e.g. maps) and tables (e.g. progress against key indicators) support situational awareness they will usually be appended in annexes.*

SITUATION OVERVIEW

A concise and strategic overview of the situation, its impacts and implications. This should be written as paragraph of text or using a few bullet points, and will draw on the operational (METHANE – see annex) reporting, but extract and emphasise the strategic dimensions and issues arising.

SUMMARY OF THE RESPONSE

A concise overview of the operational response, drawing attention to any current or foreseen resource of capability issues. This should also summarise the Command, Control and Coordination (C3) arrangements that have been established.

FORWARD LOOK

A summary of possible developments, emerging risks and critical uncertainties that have potential strategic implications for the response and recovery effort.

RESOURCE ISSUES

A summary of current and foreseeable resource and capability issues, highlighting any potential or possible requirements for assistance, for example mutual aid between responders or through MACA.

STRATEGY

STRATEGY	
Working Strategy	*A course of action integrating ends, ways and means to meet policy objectives.*
Overarching aim	*A short, precise and measurable statement of what you want to achieve – the overall end state. Influenced by, and consistent with, overarching policy.*
Objectives	*A list of steps, phases or tasks that have to be completed in order to achieve the overarching, strategic aim.*
Media Strategy	

AGENCY SITUATION REPORTS TO INCLUDE, BASED ON METHANE REPORTING, SUMMARIES OF:
- DIRECT AND WIDER IMPACTS
- THE OPERATIONAL RESPONSE
- SIGNIFCANT RISKS, EMERGING ISSUES
- ASSUMPTIONS AND CRITICAL UNCERTAINTIES
- FORWARD LOOK
- OTHER RESILIENCE ISSUES ARISING
- RAG STATUS
- POINT OF CONTACT AND TIME/DATE OF LAST UPDATE/CHECK OF THE INFORMATION

Emergency Services	RAG Status	
Police	R A G	
Fire	R A G	
Ambulance	R A G	
MCA	R A G	
Other	R A G	

Local Authority(ies)	RAG Status	
Local Authority NAME Department NAME	R A G	
Local Authority NAME Department NAME	R A G	

Health	RAG Status	
NHS England	R A G	
Public Health England	R A G	
Local Public Health	R A G	

Met Office	RAG Status	
Current situation	R A G	
Forecast	R A G	
Likely impacts and risks arising	R A G	

Environment Agency	RAG Status	Note: for pluvial and groundwater flooding the Lead Local Flood Authority (LLFA) will be also involved and reporting
Current situation	R A G	
Forecast	R A G	
Likely impacts and risks arising	R A G	

Transport	RAG	

	Status	
Highways Agency	R A G	
Highways Authority (see LA)	R A G	
Network Rail	R A G	
Train Op'ting Company	R A G	
Other	R A G	

Utilities	RAG Status	
Electricity	R A G	
Gas	R A G	
Water	R A G	
Telecoms	R A G	
Other	R A G	

Voluntary Sector	RAG Status	
Organisation NAME	R A G	
Organisation NAME	R A G	

Military	RAG Status	
Overview	R A G	
By unit or by capability area	R A G	Capability areas would for example include logistic support, EOD (explosives), engineering support or air support.

Summary of other involved groups	RAG Status	
STAC	R A G	
Humanitarian Assist[ce]	R A G	
Recovery Group	R A G	

Other Responders	RAG Status	*Note: when other org's are involved, their input will usually be included in the report of their 'sponsoring organisation'*
Organisation NAME	R A G	
Organisation NAME	R A G	

OTHER ISSUES NOT COVERED ELSEWHERE

DATE AND TIME OF NEXT UPDATE	

Version 1.0

ANNEX ONE: GUIDANCE NOTES FOR COMPLETING THE SITREP TEMPLATE

- **Purpose, audience and completion of the SITREP**
  - The primary audience for the SITREP is the SCG itself.
  - Additional audiences will include DCLG Emergency Room, COBR, neighbouring or otherwise affected SCGs and other stakeholders requiring strategic situational awareness
  - The SITREP will usually be drafted in advance of an SCG meeting, then completed and disseminated up/down/sideways as required following the meeting, with agreed actions.

- Who completes the SITREP is to be determined by the SCG and its support staff. The GLO/GLT will have a role in synthesising strategic information from the completed sitrep for onward transmission to COBR.

- **Logic of the template**
  - The template is a starting point for situational reporting at the strategic level
  - The template can be adapted if necessary to fit the specifics of a developing situation
  - Adaptation should not however be done to reflect personal preferences

- **Protocols for updating**
  - Material that is new or revised since the previous SITREP should be in red text
  - The date/time/source of material should be prominent and clear

- **RAG status**
  - The RAG status is an honest and defensible appraisal of <u>three</u> dimensions of the emergency: a) the situation, b) the response to it and c) foreseeable developments.
  - Because three dimensions are being combined into a single indicator, and in the absence of a prescribed method of doing so, the RAG status will reflect the <u>collective judgement</u> of the SCG.
  - There is no merit in 'talking up' or taking an unrealistically optimistic view of where things stand and how they are projected to develop.
  - Reading the relevant entry should adequately explain the RAG status given.
  - Indicators of the three levels are defined as follows:

RED	*SITUATION: The incident is having a strategically significant impact; normal community business has been significantly affected .* *RESPONSE: the response is at or has exceeded the limits of capacity or capability, and further resources are required.* *FORWARD LOOK: the situation is expected to either get worse or remain at this level for the short to medium term.*
AMBER	*SITUATION: The incident is having a moderate impact with issues of strategic concern; normal community business has been affected, but the situation is being effectively managed.* *RESPONSE: The response is being managed, at this time, within current resources and through the activation of local contingency plans and/or coordinated corrective action; mutual aid might be required in the short to medium term.* *FORWARD LOOK: The situation is not expected to get any worse in the short to medium term although some disruption will continue*
GREEN	*SITUATION: There is limited or no impact from the incident; normal community business has largely returned or is continuing.*

 	RESPONSE: *Ongoing response is being managed locally, and within the capacity of pre-planned resources.* **FORWARD LOOK:** *the situation is expected to improve with residual disruption being managed.*

- **Reporting provenance and quality**
  - The source/time and assessed quality of information should be clearly and prominently reported
  - Where critical uncertainties (i.e. factors that are unknown, but which have the potential to strategically alter the situation if they become known) exist they should be clearly identified and associated risks set out.

- **Defining concepts and terms for common understanding**
  - Where common understanding of a concept or term is necessary for shared situational awareness it should be clearly explained
  - Common understanding of terms cannot be assumed – terms should be defined
  - Where agreed definitions exist these should normally be adopted and explained (e.g. there is a definition of 'flood' in the Water Flood and Water Management Act 2010).
  - Acronyms and abbreviations should be minimised, and always explained at their first use in every issue of the SITREP

- **Examples of contents** for each of the template sections / cells, including numbers involved, nature and severity of impacts and details as required (NOTE that this is an indicative list, not a comprehensive checklist to report against):
  - **Key locations** (including grid reference or postcode)
  - **Relevant timings** (e.g. timescale to mobilise assets or shut down a facility)
  - **Impact on health and humanitarian assistance**
    - Casualties / Fatalities / Missing Persons
    - Public Health / Healthcare / Welfare
    - Mortuary capacity
    - Humanitarian assistance - Rest Centre occupancy
    - Primary and Secondary healthcare
    - Social care
  - **Impact on essential services**
    - Telecommunications
    - Electricity
    - Gas
    - Fuel supply
    - Water Supply
    - Sanitation
    - Sewage
    - Waste Management
    - Burials/Cremations
    - Transport
    - Aviation
    - Rail

- Road
- Bus
- Postal Services
- Status of reserves or alternative supplies

- o **Impact on communities:**
    - Impact on private dwellings
    - Impact on public premises / assets
    - Homecare
    - Vulnerable People/Groups
    - Evacuation
    - Housing and temporary accommodation
    - Impact on community transport
    - Impact on education
    - Community response: nature and extent
    - Engagement by the Voluntary Sector
- o **Economic impact:**
    - Businesses directly and/or indirectly affected (numbers or range if estimate)
    - Supply chain consequences
    - Impact on workforce
    - Impact on tourism
    - Rural economy (farms, food production sector, etc.)
- o **Environmental impact**
    - Water contamination
    - Land contamination
    - Atmospheric pollution
    - Waste management issues which may be associated with the response
    - Impact on agriculture
    - Food Availability/Supplies
    - Animal welfare
- o **Criminal Justice Issues**
    - Prisons
    - Public Order/Crime
    - Courts
    - Protection of property
    - Community Safety / Community Cohesion Issues
- o **Issues relating to response and capability**
    - Specified, implied, essential, and potential tasks
    - Weather: forecast and associated risks
    - Current status of resources / Capabilities (dispositions and availability)
    - Mutual Aid / Military Support
    - Key considerations and Assumptions
    - Constraints on the operation (e.g. time, resources, sustainment, distance, demand and duration)
    - Recommended timelines
    - Contingency Planning
    - Capacity of Local Tier to Respond
    - Finance

- **Emerging recovery issues**
  - Infrastructure and essential services repair and/or reconnection
  - Financial assistance (e.g. business rate or council tax relief)
  - Insurance issues
  - Any bureaucracy or "red tape" challenges
  - Bellwin Scheme
  - Future resilience investment
  - Lessons (to be) identified

ANNEX TWO: OPERATIONAL REPORTING TEMPLATE FOLLOWING METHANE FORMAT

SITUATION OVERVIEW	
Using METHANE provide a brief overview of the type of incident based on information gathered from agencies.	
Major Incident Declared?	*(Include details of by who and when)*
Exact Location	
Type of Incident	
Hazards	
Access	
Number and nature of casualties/fatalities	
Emergency Services Involved	
Date and Time of Report	
Point of Contact	