

Situation Report		Veoci: 20250702 PDF: 20250730
Radio Operator Only:	Origin Msg #:	Destination. Msg #:

This Section to be Completed by Jurisdiction/Field Personnel: (Underlined=Required)

<u>Date:</u>		<u>Time:</u> (24hr):		<u>Handling:</u> <input type="radio"/> Immediate (ASAP) <input type="radio"/> Priority (<1 hr) <input type="radio"/> Routine (<2 hr)	
T O	<u>ICS Position:</u>			F R O M	<u>ICS Position:</u>
	<u>Location:</u>				<u>Location:</u>
	<u>Name:</u>				<u>Name:</u>
	<u>Contact Info:</u>				<u>Contact Info:</u>

Overview

<u>Prepared Date:</u>		<u>Prepared Time:</u>	
<u>Jurisdiction:</u>		<u>Incident Name:</u>	
Emergency Declaration: <input type="radio"/> Unknown <input type="radio"/> Yes <input type="radio"/> No			
EOC Activation: <input type="radio"/> Normal <input type="radio"/> Duty Officer <input type="radio"/> Monitor <input type="radio"/> Partial <input type="radio"/> Full			
Incident Description:			
Additional Incident Information:			

Reported By

Prepared By:	Contact Number:
Email:	

Government Office Status

Office Status	<input type="radio"/> Unknown	<input type="radio"/> Open	<input type="radio"/> Closed
Expected to Open Date:	Time:	Expected to Close Date:	Time:

Approved By

Approved By:	Contact Phone:
ICS Position:	Location:

Situation Report

Current Situation	
Communications	Status: <input type="radio"/> Normal <input type="radio"/> Problem <input type="radio"/> Failure <input type="radio"/> Unknown
	Comments:
Debris	Status: <input type="radio"/> Normal <input type="radio"/> Problem <input type="radio"/> Failure <input type="radio"/> Unknown
	Comments:
Flooding	Status: <input type="radio"/> Normal <input type="radio"/> Problem <input type="radio"/> Failure <input type="radio"/> Unknown
	Comments:
HazMat	Status: <input type="radio"/> Normal <input type="radio"/> Problem <input type="radio"/> Failure <input type="radio"/> Unknown
	Comments:
Emergency Services	Status: <input type="radio"/> Normal <input type="radio"/> Problem <input type="radio"/> Failure <input type="radio"/> Unknown
	Comments:
Causalities	Status: <input type="radio"/> Normal <input type="radio"/> Problem <input type="radio"/> Failure <input type="radio"/> Unknown
	Comments:
Utilities (Gas)	Status: <input type="radio"/> Normal <input type="radio"/> Problem <input type="radio"/> Failure <input type="radio"/> Unknown
	Comments:
Utilities (Electric)	Status: <input type="radio"/> Normal <input type="radio"/> Problem <input type="radio"/> Failure <input type="radio"/> Unknown
	Comments:
Infrastructure (Power)	Status: <input type="radio"/> Normal <input type="radio"/> Problem <input type="radio"/> Failure <input type="radio"/> Unknown
	Comments:
Infrastructure (Water Systems)	Status: <input type="radio"/> Normal <input type="radio"/> Problem <input type="radio"/> Failure <input type="radio"/> Unknown
	Comments:
Infrastructure (Sewer Systems)	Status: <input type="radio"/> Normal <input type="radio"/> Problem <input type="radio"/> Failure <input type="radio"/> Unknown
	Comments:
Search and Rescue	Status: <input type="radio"/> Normal <input type="radio"/> Problem <input type="radio"/> Failure <input type="radio"/> Unknown
	Comments:
Transportation (Roads)	Status: <input type="radio"/> Normal <input type="radio"/> Problem <input type="radio"/> Failure <input type="radio"/> Unknown
	Comments:
Transportation (Bridges)	Status: <input type="radio"/> Normal <input type="radio"/> Problem <input type="radio"/> Failure <input type="radio"/> Unknown
	Comments:

Civil Unrest	Status: <input type="radio"/> Normal <input type="radio"/> Problem <input type="radio"/> Failure <input type="radio"/> Unknown
	Comments:
Animal Issues	Status: <input type="radio"/> Normal <input type="radio"/> Problem <input type="radio"/> Failure <input type="radio"/> Unknown
	Comments:
Lifeline Status	
Lifeline Status: <input type="radio"/> Stable <input type="radio"/> Stabilizing <input type="radio"/> Unstable <input type="radio"/> Unknown	
Update:	
Unmet Needs:	

Radio Operator Only:			
Relay:	Rcvd:	Sent:	
Name:	Call Sign:	Date:	Time (24hr):

Instructions: Situation Report

Purpose: This Situation Report form is used to send Situational Awareness information from a jurisdiction to the County Operational Area. This form conveys details of the incident, EOC activation levels, infrastructure statuses, and descriptive paragraph or bulleted list of both current status and unmet needs.

Instructions for Jurisdictions (only some fields documented here):

Field	Instructions
Date & Time	<u>Required.</u> Enter the date and time created (use 24hr time).
Handling	<u>Required.</u> Select one. Messages are sent in priority order and as soon as possible. Indicated times are approx. maximum wait times if radio net is busy.
TO / FROM	If needed, radio operator can suggest most appropriate TO position / location.
ICS Position	<u>Required.</u> Enter the ICS position name.
Location	<u>Required.</u> Enter the location.
Name	Optional. Enter only if the message is to a specific individual.
Contact Info	Optional. Enter a phone number, frequency or other info that may help reach the person.
Jurisdiction	<u>Required.</u> Enter the name of the municipality/jurisdiction.
Incident Name	<u>Required.</u> Enter the name of this jurisdiction's incident.
Emergency Declaration	Please check the status of the jurisdiction's declaration of an emergency.
EOC Activation	Indicate the activation level of the EOC.
Incident Description	Please describe the incident.
Prepared By/Number/Email	Enter the name and contact details for the author of this report.
Office Status	Enter the status of the jurisdiction's office.
Expected to Open Date/Time	If the government offices are closed due to this incident, please fill in the date and time it is expected to open.
Expected to Close Date/Time	If the government offices are planning on closing due to this incident, please fill in the date and time it is expected to close.
Approved by, Contact Phone, ICS Position, Location	Provide the details of the jurisdiction's staff member who has approved this report for dissemination.
Current Situation	For each infrastructure item, please fill out only relevant sections (or sections that have changed their status). Provide the status and descriptive comments.
Lifeline Status	<u>Required.</u> Provide the status of the jurisdiction's response to this incident.
Update	<u>Required.</u> Provide sufficient detail of the jurisdiction's response and recovery efforts of this incident. This can be a paragraph or bulleted list.
Unmet Needs	<u>Required.</u> Provide a listing of all shortcomings from this jurisdiction's response and recovery efforts. This is usually a bulleted list of needs the jurisdiction wishes to advise the OA.

Instructions for Radio Operators:

Field	Instructions
Origin Msg #	<u>Required.</u> Enter the message number of the original sending station.
Destination Msg #	<u>Required.</u> Enter the message number of the ultimate destination station.
Relay	When relaying: Enter a call sign and/or time, or other useful mark or info, to indicate status.
Name	<u>Required.</u> Enter the first initial and last name of the radio operator that handled the message.
Call Sign	<u>Required.</u> Enter the call sign of the radio operator that handled the message.
Date	<u>Required.</u> Enter the date the message was sent/received.
Time	<u>Required.</u> Enter the time the message was sent/received. Use 24-hour time.