

SITUATION REPORT INSTRUCTIONS

1-3, 5) Circle the option you judge appropriate for the situation and your ability to accomplish your objective.

4) Explain briefly what is preventing your group from being fully functional.

6) Briefly describe your activities, example: Red Cross setting up shelter have not received a client; Animal Shelter receiving clients processing through, animal evacuation team en route to Meadow Valley.

7) Describe resolved issues or past actions, also "none" or "Nothing to Report" is acceptable

8) Provide a head count of your total client population. Also provide a total count of unaccompanied minors, and clients in need of medical care.

Red Cross Shelter Example

Total pop. 8

Unaccompanied minors 2

Need med. care 1

Animal Shelter Example

Total pop. 28

Need med. Care 5

9) Provide a head count of personnel on scene and under your command; also provide a count of personnel who are confirmed available and you are in contact with.

10) Describe anything you need to become fully functional or to maintain operations.

11) Describe anything you feel the EOC needs to be aware of, or you are concerned about.