

### 3.1.3.8 Situation-Status Report



YOUR ORGANIZATION  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** Situation-Status Report

**SECTION/TOPIC:** Communications

**NUMBER:** 3.1.3.8

**ISSUE DATE:**

**REVISED DATE:**

**PREPARED BY:**

**APPROVED BY:**

X

Preparer

X

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

#### 1.0 POLICY REFERENCE

CFR

NFPA

NIMS

#### 2.0 PURPOSE

This standard operating procedure/guideline addresses procedures describing when and how to complete situation/status reports for major emergency and non-emergency incidents.

#### 3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization.

#### 4.0 DEFINITIONS

These definitions are pertinent to this SOP/SOG.

#### 5.0 PROCEDURES/GUIDELINES & INFORMATION

**5.1 Procedures describing when and how to complete situation/status reports for major emergency and non-emergency incidents:**

## SITUATION REPORT INSTRUCTIONS

### 1. Introduction

During an emergency, information on the nature, severity, and extent of the hazard's effects must be collected and analyzed. The results must be reported through established channels. This information provides officials a logical basis for their response decisions.

Following a hazard incident, local field units must promptly conduct a rapid reconnaissance of affected areas to assess the situation and report the information to local officials. This information should be consolidated at each level. The information is then reported to the County EMA.

Depending on the severity of the situation confirmed by the reports, a decision is made at each level of government on the declaration of a "State of Emergency".

When required, these actions are followed by a detailed assessment of damage to both the public and private sector. These estimates (in dollar amounts) serve as the basis for a request of a Presidential disaster declaration. (See Annex I - Damage Assessment)

### 2. Situation Reporting

Following the initial area reconnaissance, reports are required at least daily to provide detailed information to the various levels of government. Reports normally originate at the municipal level. They identify the area being reported on and include observed damage. They shall be submitted through the County EMA to MEMA and consist of the following types of reports:

a. Verbal Reports: The first report is submitted by radio or telephone. Verbal reports are submitted as quickly as possible following a hazard incident.

b. Situation Reports: A refined Situation Report is prepared and submitted through the County to State EMA at least daily or as requested. This report defines affected areas, identifies closed roads and highways, estimates the number of dead or injured, homes damaged, and resources needed

Reports will provide, as a minimum, the information contained in the Situation Report Form. (See Annex I - Damage Assessment for further reporting requirements.)

# STATE EMERGENCY / DISASTER SITUATION REPORT

<b>1</b>	<b>Date:</b>	<b>Time:</b>	<b>Report #</b>
<b>2</b>	<b>Reporting Jurisdiction:</b>		
<b>3</b>	<b>Type of Occurrence:</b> <input type="checkbox"/> Severe Storm <input type="checkbox"/> Transportation Accident <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Earthquake <input type="checkbox"/> Flood <input type="checkbox"/> Forest Fire <input type="checkbox"/> Urban Fire <input type="checkbox"/> Other		
<b>4</b>	<b>Time of Occurrence:</b>	<b>Location:</b>	
<b>5</b>	<b>Direction &amp; Control:</b> EOC Activated <input type="checkbox"/> Y <input type="checkbox"/> N    Activation Level or # Staff _____ POC (name/title) _____    On Emergency Power <input type="checkbox"/> Y <input type="checkbox"/> N Contact Information: <input type="checkbox"/> Phone(s) _____ <input type="checkbox"/> Fax _____ <input type="checkbox"/> Radio(s) _____ <input type="checkbox"/> Other _____ Has local state of emergency been proclaimed? <input type="checkbox"/> Y <input type="checkbox"/> N Areas Included:		
<b>6</b>	<b>Weather Data:</b> <input type="checkbox"/> Clear <input type="checkbox"/> Rain <input type="checkbox"/> Freezing Rain/Ice <input type="checkbox"/> Snow <input type="checkbox"/> Fog Cloud Cover: <input type="checkbox"/> 0% <input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100% Air inversion present <input type="checkbox"/> Y <input type="checkbox"/> N Temp ____°F    Wind Speed ____ MPH    Wind Direction ____    Wind Chill ____°F Pre-Event Rain/Snow Amount ____"    Since last SITREP ____"    Event Total Accumulation ____"		
<b>7</b>	<b>Emergency Public Information / Alerting / Warning:</b> Has a fanout been accomplished? <input type="checkbox"/> Y <input type="checkbox"/> N    Are media briefings being held? <input type="checkbox"/> Y <input type="checkbox"/> N    Next _____ Has Emergency Public Information been disseminated: <input type="checkbox"/> Y <input type="checkbox"/> N    When: _____ Method(s) _____    Area(s) Covered: _____ General Content/Actions:		

8	<b>Population Effects/Sheltering:</b> ___ Dead    ___ Injured    ___ Missing    ___ Evacuated <input type="checkbox"/> Evacuations Ordered From/To or Area Affected _____ Shelters: (location, capacity, status) Location(s) _____, _____, _____ # Shelters Open _____ Total Occupancy _____ <input type="checkbox"/> In place sheltering ordered <input type="checkbox"/> Curfew in effect (    to    )
	<b>Jurisdiction:</b>
9	<b>SIT REP Summary/Notes/Comments:</b>
10	<b>Infrastructure Impacted:</b> Major Roads/Highways/Bridges Closed: _____ Water/Sewer/electrical: _____ Airports/Railways/Ports/Other Closures: _____ Communications - towers, telephones: _____
11	<b>Emergency Services:</b> (Fire, EMS, Law Enforcement, Public Works, Hospitals, Volunteers, etc.) General Activities:  Depts./Facilities/Equipment out of service:  Mutual Aid Activities:
12	<b>Damage Assessment:</b> Underway <input type="checkbox"/> Y <input type="checkbox"/> N    Form 7's to be submitted. Estimated % Complete: _____ Public Estimated % Complete: _____ Private Estimated % Complete: _____ Homes Estimated % Complete: _____ Business/Economic
13	<b>Assistance Required:</b> <input type="checkbox"/> No <input type="checkbox"/> Being Prepared <input type="checkbox"/> Attached <i>If assistance is required please attach a completed Request for Assistance</i>

14	Prepared By: _____ Approved: _____ Time Sent: _____
	Delivery Method: <input type="checkbox"/> Voice <input type="checkbox"/> Fax <input type="checkbox"/> email <input type="checkbox"/> Packet Radio <input type="checkbox"/> Courier <input type="checkbox"/> Modem

**THE CONTENT OF THIS FORM IS INFORMATIONAL ONLY  
AND DOES NOT CONSTITUTE A REQUEST OF ANY TYPE**

Rev 4/27/05

## **ANNEX I - DAMAGE ASSESSMENT**

### **PURPOSE**

This annex will describe the actions to be taken and forms to be completed for the Town of Your Town Damage Assessment program.

### **SITUATION AND ASSUMPTIONS**

When extensive property damage, injuries, or loss of life occurs, a damage assessment expedites response and recovery operations.

The Road Commissioner will assess damages to town roads and bridges.

The Fire Department, along with other volunteers, will be organized into Damage Assessment Teams in order to assess damages to homes, etc. American Red Cross and MEMA guidance will be used.

All damage assessments and repair cost estimates will be reported to the EOC, and then up-channelled to the County EMA as soon as possible. A verbal report may be completed prior to a written one.

### **CONCEPT OF OPERATIONS**

There are three phases of damage assessment.

Basic Situation Appraisal (MEMA Form 7): Accomplished by the Selectmen and the OEM Director to determine the need for immediate aid and to estimate the magnitude and severity of the situation. A MEMA Form 7 and instructions for completion follow this page. It is designed to measure impact as it relates to possible Emergency Disaster Declarations by the Governor or the President.

The MEMA Form 7 is sent by e-mail, phone, fax or hand delivered to the County EOC as soon as possible. The County EOC Director reviews the assessment information and forwards it to the Emergency Management Agency (MEMA).

Preliminary Damage Assessment: This assessment is completed by State and Federal damage assessment personnel with input and guidance from local officials. These personnel will assess damages to publicly owned property (bridges and roads). They also verify private damages included on the submitted MEMA Form 7. The County EMA is the liaison between these teams and local officials.

Damage Survey: After a Disaster Declaration by the President, State and Federal personnel conduct a more detailed survey for cost estimates of repairs to public property. The Board of Selectmen provides guidance.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Board of Selectmen is responsible for assuring an initial situation appraisal is conducted. The OEM Director is responsible for coordination with the county, state and federal personnel involved in damage assessment.

## ADMINISTRATION AND LOGISTICS

Initial damage assessment reports to county may be verbal, but are followed with hard copy information on a Form 7 within 24 hours. Prompt submission of Form 7's is necessary for assistance from the State and federal governments in recovering from a disaster.

**STATE EMERGENCY MANAGEMENT AGENCY (EMA) FORM 7  
 DAMAGE and INJURY ASSESSMENT**

<input type="checkbox"/> Original <input type="checkbox"/> Revision # _____		Date:
Type of Disaster:		Date(s) of Occurrence:
Jurisdiction (town, county, agency, etc.):		County:
Population:		
Area Affected (northeast, west side, etc.):		
<b>Information provided by:</b>		
Name:		Title:
Address:		Day Phone:
		Evening Phone:
<b>PUBLIC DAMAGE</b>		
<b>A</b>	<b>DEBRIS REMOVAL</b> (trees, building wreckage, sand, mud, silt, gravel, vehicles, and other disaster-related material)	\$
<b>B</b>	<b>EMERGENCY PROTECTIVE MEASURES</b> (sandbagging, barricades, signs, extra police and fire, and emergency health measures)	\$
<b>C</b>	<b>ROADS AND BRIDGES</b> (roads, culverts, bridges, and associated facilities)	\$
<b>D</b>	<b>WATER CONTROL FACILITIES</b> (dams, reservoirs, shore protective devices, pumping and irrigation facilities, drainage channels, and levees)	\$
<b>E</b>	<b>BUILDINGS AND EQUIPMENT</b> (buildings, supplies, inventory, vehicles, and equipment)	\$
<b>F</b>	<b>UTILITIES</b> (water treatment plants and delivery systems, power generation and distribution facilities, sewerage collection systems and treatment plants)	\$
<b>G</b>	<b>PARKS, RECREATIONAL, AND OTHERS</b> (playground equipment, swimming pools, bath houses, tennis courts, boat docks, piers, picnic tables, cemeteries, and golf courses)	\$
<b>TOTAL</b>		\$
<b>PRIVATE NONPROFIT</b> (education, medical, custodial care, emergency [fire departments, search and rescue, and ambulances], utility, and other [museums, community centers, libraries, homeless shelters, senior citizen centers, health and safety services.])		\$
<b>PUBLIC DAMAGE—GRAND TOTAL</b>		\$



**NOTE:** Report Individual Damage on the other side of this worksheet.

<b>INDIVIDUAL DAMAGE</b> <small>FORM 7 Page 2</small>				
<b>Jurisdiction:</b>		<b>Date:</b>		
<b>PEOPLE AFFECTED</b>		<b>ASSISTANCE PROVIDED</b>		
<b>Number</b>		<b>Number</b>		
<b>Deaths</b>		<b>Persons Evacuated</b>		
<b>Injuries</b>		<b>Persons in Public Shelters</b>		
<b>Missing</b>				
<b>RESIDENTIAL</b>		<b>Primary</b>		<b>Secondary</b>
		<b>Number</b>	<b>Value (if known)</b>	<b>Number</b>
				<b>Value (if known)</b>
(ARC) 3	Houses destroyed		\$	\$
(ARC) 2	Houses with major damage		\$	\$
(ARC) 1	Houses with minor damage		\$	\$
	Houses affected		\$	\$
(ARC) 3	Mobile homes destroyed		\$	\$
(ARC) 2	Mobile homes severely damaged		\$	\$
(ARC) 1	Mobile homes moderately damaged		\$	\$
	Mobile homes affected		\$	\$
<b>TOTAL</b>			\$	\$
<b>TOTAL RESIDENTIAL (primary plus secondary)</b>				\$
<b>BUSINESS</b>				
Businesses affected			\$	
Number now unemployed				
Estimated duration of unemployment (weeks)				
<b>TOTAL BUSINESS</b>				\$
<b>AGRICULTURE</b>				
Farm buildings and equipment			\$	
Crop land (all crops)			\$	
Livestock			\$	

<b>TOTAL AGRICULTURE</b>		<b>\$</b>
<b>INDIVIDUAL DAMAGE TOTAL</b>		<b>\$</b>
<b>EMAIL, FAX, or CALL THIS INFORMATION to the          COUNTY EMA <i>as SOON as POSSIBLE (BEFORE          MAILING)</i></b>		

**EMERGENCY MANAGEMENT AGENCY  
 DAMAGE AND INJURY ASSESSMENT FORM 7  
 ABBREVIATED INSTRUCTIONS**

Reasonable estimates are acceptable. Information should be reported to the County Emergency Management Agency (EMA) within 24 hours of a request for information from EMA or MEMA. Even if you consider damage in your area to be insignificant, please file this report. A complete picture of the impact of the disaster is necessary for State officials to decide if Federal assistance can be requested. Failure or delay in submission of this information may result in delay or loss of Federal assistance for your county and community.

If you need further assistance, contact County EMA or MEMA.

**General Information**

Original or revision: Check one only. Each report should contain the current totals (all the damage up to that point). Number each revised report consecutively, i.e., first revision #1, second revision #2, etc.).

Type of disaster: Enter "flooding", "hurricane", "coastal storm", "earthquake", etc.

Information provided by: Person who should be contacted for more information.

**Public Damage**

Public damages are damages to government-owned properties and facilities. They are based on the cost of returning those properties to their pre-disaster condition. They also include out-of-pocket costs incurred by government in response to the disaster.

A. Debris Removal: The debris must be a direct result of the disaster. Enter costs incurred or projected for removing debris from public property. Do not include debris removal estimates from private property, unless local government has a legal responsibility to so. Include actual and estimated costs to remove debris from public roads and streets in your jurisdiction.

B. Protective measures: These can include the cost of search and rescue, demolition of unsafe structures, and actions taken by governmental forces to reduce the threat to public health and safety. The disaster must be responsible for your extra costs.

C. Road Systems: Cost to return property to its pre-disaster condition. Include only property owned by the jurisdiction (do not include any State or Federal Aid System roads, streets, bridges, etc.)

D. Water Control Facilities: Facilities owned, operated, or maintained by the local unit of government.

E 1. Public Buildings, Facilities and Equipment: This should include any equipment directly damaged by the disaster (not those damaged during response), replacement of broken windows, damaged roofs, etc.

E 2. Schools & School Property: Separate public school supplies and property from other public facilities and equipment. Do not include private, non-profit schools. They are included under Individual Damage.

F. Public Utility Systems: Enter all costs to repair damages to City or county owned utilities and utility systems. These can be the emergency repair and/or projected permanent replacement costs.

Total Public: Add totals in all public categories.

### **Individual Damage**

Individual damages are damages to individuals, businesses and working farms (crops, livestock, buildings or equipment), and private non-profit facilities (for example, churches or private schools).

NOTE: Re-enter name of jurisdiction and current date at top of Page 2.

Residential: Primary homes are those used as reference for filing income taxes and voting. Homes may be considered "primary" which are necessary because of the location of employment. Secondary homes are usually vacation homes. If a secondary home is rented out, then damage to it would be listed under Business. Estimated values are acceptable. (Do not list homes situated on active farms in this section. They will be included under Agriculture.)

a. Destroyed: Totally uninhabitable and beyond repair.

b. Severely Damaged: Structural damage that cannot be repaired within 30 days. These houses are uninhabitable without major structural repairs.

c. Moderately Damaged: Structural damage that can be repaired within a 30 day time period. These houses can be lived in with minor repairs.

Note: The Red Cross does not categorize major/minor damage in the same manner. You should be aware of this if you decide to utilize their damage assessment.

Mobile Homes: Use same categories of damage as houses above. Water above the floor of a mobile home for any significant length of time generally causes severe damage to it, even though some occupants may choose to move back in.

Note: Report numbers of homes damaged even if you do not at present know the value.

Total Residential: Include both Primary and Secondary Residences.

Business: Number Now Unemployed: Include only those who are unemployed due to the disaster. This can be the result of either business damage or their inability to travel to that business.

Agriculture: Include operating farms only. Damage to a rural located "farmhouse" and/or outbuildings that are not part of an operating farm should be listed under Residential.

Crop Land: Estimated dollar value of damage to field crops, fruit trees, and timberlands significantly damaged by the disaster.

Private Non-Profit Facilities: Do not include facilities supported by tax dollars and the responsibility of government. They should be listed in the Public Damage section.

Total Individual: Add Total Residential, Total Business, Total Agriculture and Total Private.

GRAND TOTAL: Add Total Individual Damage and Total Public Damage.

### **DAMAGE ASSESSMENT CHECKLIST**

#### **X ACTION**

---

- \_\_\_\_\_ Recall all firefighters. Contact the Selectmen and Road Commissioner. These people will form core of the Damage Assessment Team (DAT). Seek out volunteers to assist.
- \_\_\_\_\_ Assign roads and/or areas of towns to each Damage Assessment Team. Hand out damage forms for teams to record information.
- \_\_\_\_\_ Assign hand held or vehicle radios or cell phones to each DAT.
- \_\_\_\_\_ Dispatch teams with water, food, and foul weather clothing.
- \_\_\_\_\_ Issue each DAT a disposable camera or a digital camera.
- \_\_\_\_\_ Report damage information to the Your Town EOC at Phone #. Damage reports will be reviewed by the Selectmen and submitted to the County EMA Director.
- \_\_\_\_\_ Request public to report damages of businesses and private property to the Your Town EOC.
- \_\_\_\_\_ Consolidate damage assessment information, prepare the EMA Form 7 and send the report to County EMA as soon as possible.
- \_\_\_\_\_ If severe or extended event, supply initial report to County and follow up with detailed information.
- \_\_\_\_\_ Information should be reported at least daily if major disaster.