



SITUATION REPORT						
<b>Event name:</b> <b>Date and time:</b> <b>File ref:</b>				<b>TO:</b>		
				<b>FROM:</b>	(Insert logo for easy ID except when using DORT)	
				<b>Report number:</b>	(Example: HBRC-01)	
PROMPTS			COMMENT			
<b>1. Emergency Response Status</b>	<input type="checkbox"/> Level 1 Alert <input type="checkbox"/> Level 2 Activation <input type="checkbox"/> Level 3 Local Declaration <input type="checkbox"/> Level 4 Local Declaration <input type="checkbox"/> Level 5 Nat Declaration			If declaration made, give details by whom, time and extent. NB Local Emergencies: Level 3 is a declaration for any ward or district within the region. Level 4 is a declaration for more than one district or the whole region.		
	<b>2. Ground</b>	<u>Affected Areas Introduction</u> Explain geographic location of event(s)				
		Describe the landscape before the event				
		Describe the known hazards in the area				
	<b>3. Situation</b>	<u>Current Summary:</u> Describe the event, incl extent or area affected (incl map ref)				
List significant consequential incidents and locations						
Impact on people, populations/communities – number displaced, hospitalised, deceased						
Impact on infrastructure, services, utilities, access/road closures						
Impact on land, water, buildings, structures, animals						
<u>Predicted:</u> Known threats which could cause further problems: Event forecast e.g weather forecast, Volcanic alert status, predicted ashfall, aftershocks, storm surge, tides etc. and/or predicted physical/socio-economic threats						
<b>4. Mission</b>	A clear brief statement of current intent, stating the strategic aim. Example: To minimise the impact of flooding in xxx locations from the source xxx					
<b>5. Execution/ Planning</b>	General outline of planned response					
	Summarise main activities or tasks. Status e.g. yet to commence, underway,	<u>What</u>	<u>Who is Lead Agency</u>	<u>When: Date/Time</u>	<u>Status</u>	<u>Constraints</u>

CDEM Group SOP3

	complete, etc.... The objectives in your IAP should be the source.					
	Any additional comments on support, possible constraints – external/internal - resources, access, authority, risks					
6. <b>Administration/ Logistics</b>	<u>Vital Resources</u> Tell us what you can't get, or haven't got and have requested? Staffing, safety (PPE), etc					
	Tell us what you can contribute? Are there opportunities for interagency support?					
	Advise calculated expenditure for Category A & B (actual and forecast)					
7. <b>Command</b>	Are you using your normal management structure to respond? Who is managing your response?					
	If different than normal show basic team structure & lines of control and reporting including any additional key contact information not included in SOP1.	<pre> graph TD     A[Type name here Type title here] --- B[Type name here Type title here]     A --- C[Type name here Type title here]     B --- D[Type name here Type title here]     C --- E[Type name here Type title here]     C --- F[Type name here Type title here]     C --- G[Type name here Type title here]     </pre>				
8. <b>Communications</b>	Explain systems/ networks being used and any that are not available	<a href="#">Primary</a>	<a href="#">Other</a>	<a href="#">At risk</a>	<a href="#">Not available</a>	
9. <b>Recovery</b>	Initial forecasts of restoration & priority needs					
	Briefly state possible long-term implications					