



Jefferson County - City of Port Townsend  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN



## Part 3: Emergency Operations Guide

### EOG 3.3.14

## DEVELOPING AND DISTRIBUTING A SITUATION REPORT (SITREP)

December 13, 2010

**BACKGROUND** - Development and distribution of Situation Reports (SITREPS) is essential in maintaining communication. SITREPS are a cornerstone of coordination before, during, and after a major incident by providing details on what happened and what is being done about it. SITREPS also include analysis and prognosis as a means of anticipating future needs.

**LOCAL SITUATION REPORT DEFINED** - A Situation Report (SITREP) is a summary of the conditions and actions about an incident in progress. Our SITREPS have a different format that state and federal versions. SITREPS provide partner agencies and organizations with an overview of the nature and scope of the incident, how we are responding, and how the incident will likely play out with regard to impact on local response.

**RESPONSIBILITY FOR PREPARATION AND DISTRIBUTION OF A LOCAL SITREP** – The Program Manager is responsible for the local SITREP. It can be written by a staff member or staff Duty Officer depending on circumstances. SITREPS are distributed via the public information blog<sup>1</sup> and via email “List 1” – see **Emergency Operations Guide 3.3.21 – Posting to the Blog**.

#### SITREP FORMAT

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**TITLE:** Situation Report (SITREP) No. X – Incident Name

**CONTENT OF A SITUATION REPORT** - A Jefferson County SITREP is prepared on in open text using Microsoft Word using the following format:

**SUMMARY:** Brief remarks about the facts of the incident and any changes in the fundamentals since the last report; a factual account of what is known, what has happened, and what is forecast to happen.

**ANALYSIS/COMMENT:** General notes, observations and opinions about the impact of the incident, prognosis, and analysis of observations and details not covered in the summary and action.

**RESPONSE/ACTION:** Summary of the action taken by Emergency Management and local response organization in response to this incident; includes notes on status. This element may include plans of action by other agencies.

**SAFETY MESSAGE:**

- > A bullet list of safety reminders relating to the incident in progress
  - > Reminders of other possible impacts such as aftershocks
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**CONCEPT OF OPERATION** - The Program Manager (EOC Manager or designated Duty Officer) determines the need for a SITREP. SITREPS are initiated for any incident that may have a wide impact, require some action, or generates wide spread interest. The SITREP will be approved by the Program

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<sup>1</sup> [www.emergency-information.blogspot.com](http://www.emergency-information.blogspot.com).

Manager. When the Emergency Operations Center is activated at any level, the SITREP will be reviewed through the normal review and approval process. The Situation Reports may also be re-mailed to additional lists by the recipients, such as neighborhood preparedness groups, etc.

**LIMITATIONS** - Full distribution of local SITREPS requires internet access. Technical difficulties beyond our control may limit or delay planned distribution. Alternate distribution may be necessary, and will depend on the nature, scope, and duration of the incident.

**NOT A NEWS RELEASE:** A local Situation Report is not a News Release (a separate series of releases developed by the Public Information Officer) but may be available to the local news media as an adjunct to formal releases. Situation Reports are approved for general distribution.

**TIMING/NUMBERING** - Local Situation Reports will be issued at least once every twenty-four hours during an incident in progress. More frequent distribution may take place with the EOC is activated. All SITREPS are numbered sequentially.