

THE CRITICAL THREE DOCUMENTS

For most large-scale incidents, on-going operations, or mission assignments, there are three basic documents that responders should be familiar with. Depending on your assignment within the ICS structure, you may never see a situation report (SITREP) or a senior leadership brief (SLB) but you may be asked to assist in their creation. For school and community-based EOCs, it will be up to your team as to which documents you will end up producing. For example, at the start of an incident a SITREP may be more appropriate than an IAP as it informs responders about the current situation as it unfolds. Depending on how involved your EOC becomes, local, state, and federal officials may ask for updates which would be a perfect scenario for the use of a SLB.

The concepts behind these three documents are useful in many situations outside of emergency management. Envision being assigned a large project in the future for a company. Information is a powerful tool and by using the concepts of these documents, you can keep everyone informed appropriately.

Critical Mission Documents

SITREP

Situation Report

"The Snapshot"

SITREPs are meant to update leaders and support staff on the progress being made to meet the current objectives, any critical incidents such as injuries of responders that may have occurred, and any needs that the responders may need. Think of SITREPs as an update or status report.

IAP

Incident Action Plan

"The Plan"

IAPs are the guiding document for the next operational period. Responders will often have them printed and tucked in their pocket or readily accessible on their phones as they are the most up-to-date resource for objectives, contacts, scheduling, and even weather. The IAP is the latest gameplan for the team.

SLB

Senior Leadership Brief

"The Overview"

SLBs are extremely brief. Senior leaders do not generally need to know how objectives are being accomplished, just that they are. They need to know if the mission is on track to be successful or if more support will be needed. Think of the SLB as the quick rundown of information you would want as the President.

There are numerous examples of all three of these documents available online but remember that you can alter any of these to meet the needs of your team or project. There is always room for improvement as well!

	SITREP	IAP	SLB
Period Covered	Current operational period	Next operational period	Total overview and trends
Typical Length	1-3 Pages (Abbreviated)	5-30 Pages (Complete)	1-2 Pages (Condensed)
Typical Author	Command Staff	Planning Section	Command and/or Planning
Audience	Regional / National Command	All personnel working during the operational period covered	Senior command, decision makers, the President
Typical Format	Document or email	Printed document or PDF	Slide(s) or "placemat" format

SITUATION REPORT EXAMPLES

SITREPs: These can be arranged in any manner you wish however remember to stay brief. The last thing we want to do is overload personnel with unnecessary paperwork or forms to fill out during an incident when they should be focused on the mission objectives. Stick to the facts and be brief. Leaders will request more information as needed.

The following is one example that has worked for others of how information for the SITREP can be collected. In this example, individual units report back to leadership in a simple format to consolidate all the happenings:

CAN Report

Conditions:
Current status and progress on objectives

Actions:
What is being done to address any issues

Needs:
Any needs that the personnel could use


CAN Report Example

Conditions: Operations continue to run smoothly. Patient count has decreased slightly since yesterday but medical conditions have been more severe

Actions: Added two more critical care medics to day shift and one more to night shift

Needs: Nothing at this time.

PRO-TIP: SITREPs, including a CAN report format, should be easy to read and brief. Consider using bullet points for each section to make them faster to read and to keep you focused on being brief and to the point.



SITREP FORM

SITREP FORM


(To pass along brief reports about a developing situation, and the dangers it may pose to you, your community, or to the region.)

1. FROM: (Sender)		2. TO: (Recipient)		3. PRECEDENCE:	
4. Current DTG: (YYYYMMDD-HHMMZ Use UTC)			5. Incident Number: (YYYYMMDD-HHMMZ Use UTC)		
6. Expiration: (YYYYMMDD-HHMMZ Use UTC)			7. Location: (Lat/Lon, Grid Square, City)		
8. Incident Status:		9. Size and Scope:		10. Overall Hazard:	
11. Current Weather:		12. 48 hr Weather:		13. Infrastructure:	
14. Political:		15. Civil:		16. Communications:	
17. Remarks:					

End of Report
AFP-110 REV 20150612

A SITREP report template from the US Military

A SITREP report example from the Philippines




NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL
National Disaster Risk Reduction and Management Center, Camp Aguinaldo, Quezon City, Philippines

REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL
National Disaster Risk Reduction and Management Center, Camp Aguinaldo, Quezon City, Philippines

NDRRMC UPDATE

Sitrep No. 08 re Operations for Semana Santa 2015

Releasing Officer:

USEC ALEXANDER P. PAMA
Executive Director

DATE : 03 April 2015, 10:00 PM

I. SITUATION OVERVIEW

24 March 2015

- The NDRRMC held a preparatory meeting in the observance of Semana Santa at the NDRRMC Conference Room attended by representatives from PAGASA, DSWD, DPWH, DOH, DepEd, DOST, DILG, DOTC, DENR, PAGASA, AFP, PNP, BFP, PCG, MGB, PIA, PRC, ICRC, NBI, MMDA, Project NOAH, CDP, DRRNet Philippines, and LPP
- Consequently, a memorandum was sent to all Chairpersons, RDRRMCs/OCD Regional Directors directing them to raise their respective operations centers' status to BLUE ALERT from 27 March to 06 April 2015, continuously monitor their respective area of responsibilities (AORs), report any untoward incidents to the NDRRMC Operations Center, and undertake precautionary measures if situation warrants. Likewise, a memorandum was sent to NDRRMC Member Agencies to monitor, record, document, consolidate, and report all related incidents with various activities and actions taken by their agency and local offices in their respective AOR and to submit their preparedness measures report and the corresponding situational report/update thereon. A text message was also disseminated to NDRRMC Member Agencies and RDRRMCs/OCDCs to that effect.

27 March 2015

- The NDRRMC Operations Center raised BLUE ALERT status from 27 March to 06 April 2015 with representatives from member agencies rendering duty for prompt coordination, monitoring, and reporting within their specific AORs
- NDRRMC conducted meeting and press conference on Semana Santa 2015 at the NDRRMC Operations Center to present the member agencies' preparations for Semana Santa 2015

01 April 2015

- The NDRRMC Operations Center upgraded alert status to RED ALERT

II. WEATHER UPDATE (As of 03 April 2015, 4:00 PM)

- At 4:00 PM, the eye of typhoon "CHEDENG" was located at 845 km East Southeast of Casiguran, Aurora (14.2°N, 128.7°E), with maximum sustained winds of 140 KPH near the center and gustiness of up to 170 KPH. It is forecasted to move West Northwest at 19 KPH.

Teletax: NDRRMC Opscen (+632) 911-1406, 912-2665, 912-5668, NDRRMC Secretariat (+632) 912-0441, 912-5947; Office of the Administrator, Office of Civil Defense (+632) 912-2424; Email: ops@ndrrmc.gov.ph; Website: www.ndrrmc.gov.ph

Incident Action Plans would be next to provide examples of however this entire manual is a guide to developing an IAP so we will skip this. There are many examples provided on our website and one in the Planning Section chapter.

SENIOR LEADERSHIP BRIEF EXAMPLES

SLBs: What information would you want as the President? That is the information that should be contained in a Senior Leadership Brief. High-level decision makers are not typically concerned with the finer details of how an incident is being handled; just that it is being handled. The time they can devote to a briefing is usually limited and therefore the SLB needs to be straight to the point.

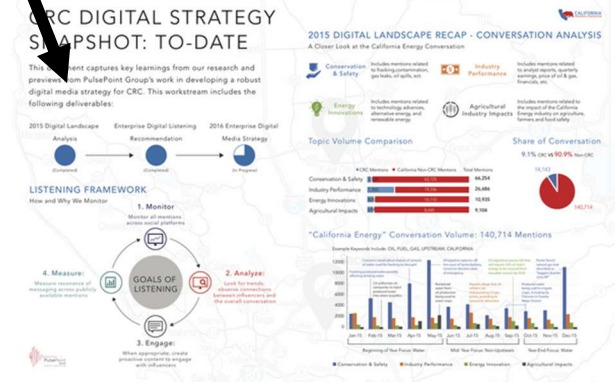
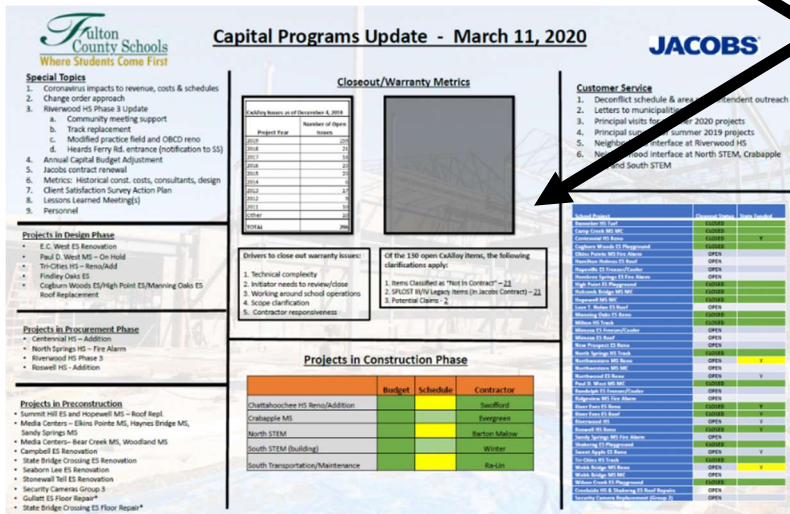


Possible Items to Include:

- Numbers that put the incident scope into perspective such as percentage of people without power
- Numbers that show upward or downward trends (Is it getting worse or better?)
- A direct quote from a responder at the site that matches what you are trying to convey
- Major future needs or issues developing
- Media coverage; positive and negative
- Timelines

“Placemat-style” Examples

Found by searching “data placemat”



Tips on Data Visualization

- Numbers are great but they rarely make sense to people without context. They either need:
 - Something to compare them to such as a percentage of people or reference number
 - Whether they are going up or down and by how much. Percent increase or decrease.
- “670 Homes lost” versus the better version of “670 out of 890 Homes lost”
- “78 Families displaced” versus the better version of “78 Families displaced (+6%)”
- A single picture that represents what you’re trying to convey can be worth 1000 words. For instance, is the damage severe or relatively minor? A picture can help convey that easily
- Graphs and charts help a reader process complicated data and numbers much easier
- Maps can contain massive amounts of data and help the user visualize where strategic items are located. Maps can lead to decisions affecting logistics and supply chain decisions or even safety or security considerations.
- Much like this manual, color blocks are an excellent way to section off different areas of information