

SITUATION REPORT (SITREP)

PRECEDENCE (Select One): <input type="radio"/> O (Priority) <input type="radio"/> P (Immediate) <input type="radio"/> R (Routine)		DATE TIME GROUP (HHMMDD MON YYYY):	
FROM:		SITREP NUMBER:	
TO:		FINAL: <input type="checkbox"/> (check if FINAL)	PHASE (Select One): <input type="radio"/> UNCERTAINTY <input type="radio"/> ALERT <input type="radio"/> DISTRESS
CASE IDENTIFICATION:			
A. REFERENCE (If Applicable):			
1. SITUATION:			
A. DISCRIPTION OF INCIDENT AND LOCATION:			
B. AMPLIFIED DESCRIPTION:			
C. SURVIVAL AND COMMUNICATIONS EQUIPMENT:			
D. WEATHER ON SCENE:			
E. INFRASTRUCTURE:	<input type="checkbox"/> Public Safety Comms <input type="checkbox"/> Broadcast Comms <input type="checkbox"/> Cable Comms <input type="checkbox"/> Landline <input type="checkbox"/> Cellular <input type="checkbox"/> Road Closures / Detours <input type="checkbox"/> Hospital <input type="checkbox"/> Airports		
F. LOCATION OF REPORTING STATION:			
2. ACTION TAKEN:			
A. LOCAL TIME:	ACTION TAKEN:		
B. LOCAL TIME:			
C. LOCAL TIME:			
D. LOCAL TIME:			
3. FUTURE PLANS & RECOMMENDATIONS:			
A. INTENTIONS:			
B. RECOMMENDED ASSISTANCE:			
4. AMPLIFYING INFORMATION:			

SITREP

Purpose. The SITREP report provides a means of communicating an imminent or immediate situation, including update reports until a final report is issued that resolves the situation. Three types of SITREP exist, including INITIAL, UPDATE and FINAL. UPDATE and FINAL SITREPs reference the INITIAL SITREP.

Block Title	Instructions												
Precedence	<p>Insert the appropriate precedence prosign.</p> <table border="1"> <thead> <tr> <th>PRECEDENCE</th> <th>PROSIGN</th> <th>SPEED OF SERVICE OBJECTIVE</th> </tr> </thead> <tbody> <tr> <td>IMMEDIATE</td> <td>O</td> <td>30 minutes or less</td> </tr> <tr> <td>PRIORITY</td> <td>P</td> <td>3 hours or less</td> </tr> <tr> <td>ROUTINE</td> <td>R</td> <td>6 hours, or start of next business day</td> </tr> </tbody> </table> <p>All SITREPs are sent with a precedence of PRIORITY or IMMEDIATE, except the final SITREP, which may be sent with a ROUTINE precedence.</p>	PRECEDENCE	PROSIGN	SPEED OF SERVICE OBJECTIVE	IMMEDIATE	O	30 minutes or less	PRIORITY	P	3 hours or less	ROUTINE	R	6 hours, or start of next business day
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IMMEDIATE	O	30 minutes or less											
PRIORITY	P	3 hours or less											
ROUTINE	R	6 hours, or start of next business day											
DATE TIME GROUP	<p>The Date Time Group indicates the date and time of transmission of the message, and is formatted to include the following:</p> <ul style="list-style-type: none"> • Two digit zulu hour, in 24-hour format, with leading zero when appropriate • Two digit minute, with leading zero when appropriate • Two digit day of month, with leading zero when appropriate • A single delimiting space • Three character abbreviated month • A single delimiting space • A four digit year <p>For example, a message sent at 1533Z on 18 October 2019 would have a Date Time Group of 153318 OCT 2019.</p>												
FROM	Call sign or tactical call sign of the station transmitting the message.												
SITREP Number	The SITREP message number is represented by a three digit field, with leading zero characters when appropriate.												
TO	Call sign or tactical call sign of the station to which the message is transmitted to. If transmitted to all stations, use ALSTA.												
FINAL	Check the FINAL checkbox if this is the final SITREP in a series of related SITREP reports.												
PHASE	<p>The emergency phase is identified in the SITREP message as appropriate, and transmitted during an INITIAL or UPDATE SITREP. The emergency phase is omitted in the FINAL SITREP.</p> <table border="1"> <thead> <tr> <th>PHASE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>UNCERTAINTY</td> <td>Used when there is insufficient information to determine if the emergency phase should be set to ALERT or DISTRESS.</td> </tr> <tr> <td>ALERT</td> <td>Used when distress is imminent but the situation does not yet rise to the level of DISTRESS.</td> </tr> <tr> <td>DISTRESS</td> <td>Use when the situation has reached the level of DISTRESS.</td> </tr> </tbody> </table>	PHASE	DESCRIPTION	UNCERTAINTY	Used when there is insufficient information to determine if the emergency phase should be set to ALERT or DISTRESS.	ALERT	Used when distress is imminent but the situation does not yet rise to the level of DISTRESS.	DISTRESS	Use when the situation has reached the level of DISTRESS.				
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UNCERTAINTY	Used when there is insufficient information to determine if the emergency phase should be set to ALERT or DISTRESS.												
ALERT	Used when distress is imminent but the situation does not yet rise to the level of DISTRESS.												
DISTRESS	Use when the situation has reached the level of DISTRESS.												
CASE IDENTIFICATION	Descriptive name of case.												

Block Title	Instructions
A. REFERENCE	References to previous messages when applicable (i.e. for an UPDATE or FINAL SITREP).
1. SITUATION	<p>A. A. DESCRIPTION OF INCIDENT AND LOCATION: Incident name or description, location as position (i.e. lat/lon) or State, Region, County, or Township.</p> <p>B. B. AMPLIFIED DESCRIPTION Detailed description of incident.</p> <p>C. C. SURVIVAL AND COMMUNICATIONS EQUIPMENT: Describe equipment available to victims of incident (if applicable).</p> <p>D. D. WEATHER ON SCENE Describe weather conditions on scene, including sky conditions, wind direction/speed, visibility, temperature.</p> <p>E. E. INFRASTRUCTURE Indicate available infrastructure by selecting the checkbox for available resources. Select all that apply.</p> <p>F. F. LOCATION OF REPORTING STATION Location as position (i.e. lat/lon) or State, Region, County, or Township.</p>
2. ACTION TAKEN	<p>A through D:</p> <ul style="list-style-type: none"> • LOCAL TIME Local 24 hour time that action was taken. • ACTION TAKEN Description of action that was taken.
3. FUTURE PLANS	<p>A. INTENTIONS Describe your intentions when on scene.</p> <p>B. RECOMMENDED ASSISTANCE What assistance, in your opinion, would be beneficial.</p>
4. AMPLIFYING INFORMATION	<ul style="list-style-type: none"> • Additional information, such as damage assessment, potential risk to life or property, etc.

SITREP DIGITAL MESSAGE FORMAT

NOTE: For each of the following templates, text that is encapsulated within square brackets (i.e. [and]), including the square brackets themselves, should be replaced with the SITREP form field indicated. If no information is entered into a field, the empty field should be omitted from the transmission.

INITIAL The following template shows how an INITIAL SITREP is to be formatted for digital transmission.

```
P 213619 NOV 2019
FM [FROM]
TO [TO]
BT
SITREP [SITREP NUMBER] [PHASE]
[CASE IDENTIFICATION]
1. [SITUATION]
2. [ACTION TAKEN]
3. [FUTURE PLANS & RECOMMENDATIONS]
4. [AMPLIFYING INFORMATION]
BT
```

UPDATE The following template shows how an UPDATE SITREP is to be formatted for digital transmission.

```
P 213619 NOV 2019
FM [FROM]
TO [TO]
BT
SITREP [SITREP NUMBER] [PHASE]
[CASE IDENTIFICATION]
A. REFERENCE [SITREP NUMBER]
1. [SITUATION]
2. [ACTION TAKEN]
3. [FUTURE PLANS & RECOMMENDATIONS]
4. [AMPLIFYING INFORMATION]
BT
```

FINAL The following template shows how an FINAL SITREP is to be formatted for digital transmission.

```
R 213619 NOV 2019
FM [FROM]
TO [TO]
BT
SITREP [SITREP NUMBER] AS FINAL
[CASE IDENTIFICATION]
A. REFERENCE [SITREP NUMBER]
1. [SITUATION]
2. [ACTION TAKEN]
3. [FUTURE PLANS & RECOMMENDATIONS]
4. [AMPLIFYING INFORMATION]
BT
```

SITREP DIGITAL MESSAGE EXAMPLES

INITIAL The following example shows how an INITIAL SITREP is to be formatted for digital transmission.

```
P 213619 NOV 2019
FM VALLEY COUNTY EC, N7IBC
TO DISTRICT 3 EC, N7DKW
BT
SITREP 001 ALERT
IDAHO ARES SET
EXERCSE EXERCISE EXERCISE
1A. FERRY WILD FIRE
1B. FIRE APPROACHING SMITHS FERRY.  VCSO IS PREPARING FOR POSSIBLE EVACUATION,
WITH AN EVACUATION CENTER PLANNED AT CASCADE HIGH SCHOOL.
1F. MCCALL
3A. ALERTING VALLEY COUNTY ARES IN PREPARING TO STAFF EVACUATION CENTER.
BT
```

UPDATE The following example shows how an UPDATE SITREP is to be formatted for digital transmission.

```
P 213619 NOV 2019
FM VALLEY COUNTY EC, N7IBC
TO DISTRICT 3 EC, N7DKW
BT
SITREP 001 ALERT
IDAHO ARES SET
EXERCSE EXERCISE EXERCISE
1A. FERRY WILD FIRE
1B. FIRE APPROACHING SMITHS FERRY.  VCSO IS PREPARING FOR POSSIBLE EVACUATION,
WITH AN EVACUATION CENTER PLANNED AT CASCADE HIGH SCHOOL.
1F. MCCALL
2A. 09310, TWO ARES OPERATORS ENROUTE TO CASCADE HIGH SCHOOL.
3A. WILL STAFF EVACUATION CENTER IN SUPPORT OF LOGISTICS UNIT AND RED CROSS.
BT
```

FINAL The following example shows how an FINAL SITREP is to be formatted for digital transmission.

```
R 213619 NOV 2019
FM VALLEY COUNTY EC, N7IBC
TO DISTRICT 3 EC, N7DKW
BT
SITREP 001 AS FINAL
IDAHO ARES SET
EXERCSE EXERCISE EXERCISE
A. REFERENCE [SITREP NUMBER]
1A. FERRY WILD FIRE
1B. FIRE APPROACHING SMITHS FERRY.  VCSO IS PREPARING FOR POSSIBLE EVACUATION,
WITH AN EVACUATION CENTER PLANNED AT CASCADE HIGH SCHOOL.
1F. MCCALL
2A. 0930, TWO ARES OPERATORS ENROUTE TO CASCADE HIGH SCHOOL.
2B. 1108, DEMOBILIZING ARES UNITS
4. APPROACHING COLD FRONT HAS RESULTED IN A CHANGE OF WIND DIRECTION.  SMITH
FERRY IS NO LONGER THREATENED.  VCSO ADVISES CANCELLATION OF PREVIOUSLY
PLANNED EVACUATION ORDER.  ARES UNITS ARE BEING DEMOBILIZED.
BT
```