

ARES/RACES Situation Report (SITREP)

1. **TO:** (Agency name and office routing)
2. **SITREP:** (The word "SITREP" is Followed by the Submitting Agency name, date, and local 24 Hr. time)
3. **CATEGORY:** (Short Description of the type of SITREP.)
 - Storm
 - Flood, potential Flooding
 - Flood Response
 - Post Flood Response
 - Earthquake
 - Tsunami
 - Volcanic
 - Hurricane
 - Pollution Spill / HAZMAT
 - Tornadoes
 - Support to Law Enforcement
 - Terrorist Attack

(Include the word "Exercise" when appropriate)
4. **EVENT NAME:** (The assigned name of the event)
5. **SEQUENCE NO.:** (Use "initial" for the first report and "final" for the last. Use sequential numbers in between.)
6. **SITUATION:** (A summary of the situation that answers "what", "where", and "when". This paragraph may be narrative, or in bullet form)
7. **PAST 24:** (A narrative or bullet form statement of actions or activities that have taken place over the past 24 hours, or since the last SITREP.)
8. **NEXT 24:** (A narrative of planned actions for the next 24 hours.)
9. **OTHER EFFORTS:** (A description of efforts taken by other agencies, governments, and organizations. i.e., State, City, Military, Red Cross, FEMA, CERT, etc.)