

Agency SitRep Checklist

For more detailed information on how to complete the Agency SitRep, refer to the How To Guide located in the How To tab on the Agency SitRep or in the Document Library in References

30 Minutes

Note: DO NOT CREATE AN EVENT – Only the OEM will create an event

- Create and submit an Agency SitRep
 - Complete Basic Info tab
 - Identify Op Center (DOC/EOC) Activation
- Notify your DEC and OEM Duty Officer if you activate your DOC/EOC

2 hours

- Update your Agency SitRep. **DO NOT CREATE A NEW AGENCY SITREP**
- Basic Info tab
 - Make a brief statement as to what you have updated in the Situation Summary area
- Additional Info tab
 - Complete **What Are Your Capabilities?** for your Agency. Provide information on the status of your Agency
- CEOC SitRep tab: The following agencies to complete as much as possible:
 - County Health Services
 - County Sheriff
 - County Mental Health
 - County Public Health
 - County Coroner
 - County Public Social Services

Ongoing

- Update your Agency SitRep
 - Add information or status to the Situation Summary area
 - Continue to update **Availability/Mission Capabilities** as the information changes
 - Update information on CEOC SitRep tab as needed (only those agencies listed)
 - AT A MINIMUM of twice a day or as requested

Closing/Deactivation

- Update your Agency SitRep when you deactivate your DOC/EOC
 - On the Basic Info tab
 - Change Operational Readiness Status to Blue – Closed (emergency reporting is no longer required)
 - Change Op Center Activated to No
- Notify your DEC and OEM Duty Officer when you deactivate your DOC/EOC

Contact Information

- OEM Duty Officer: 323-459-3779 (Blackberry); 213-508-8023 (Pager) or email: dutyofficer@ceoem.lacounty.gov
- DEC (County Depts): _____
- OARRS Website: <https://oarrs.lacounty.gov>
- OARRS Tech Support: OARRSTechSupport@ceo.lacounty.gov