

Agency Situation Report (SitRep) How To

If this is an actual event, make sure you are in the Operations database.

You will submit an Agency SitRep if:

- 1) The OAEOC/CEOC has been activated; or
- 2) You are requested by the LA County Op Area; or
- 3) If an emergency event is impacting your agency and you activate your DOC/EOC; or
- 4) If you have a Planned Event and have activated your DOC/EOC for management of the event.

The following information will assist you in submitting the Agency Situation Report (SitRep). Please note that critical information is requested within specific timeframes. You are reporting information on an Emergency Event, **NOT** an Incident. Reporting major incidents and updating that information is done using the Incident reporting form.

To better understand the difference between an Event and an Incident:

Emergency Events: Only OEM will create Emergency Events. Emergency Events are emergencies such as a major flood or earthquake. Events are often the cause of incidents, or have multiple incidents related to them.

Incidents: Incidents are localized emergencies such as building collapses or HAZMAT spills. Often they are a result of a larger event, such as an earthquake or flood.

Update **SitRep** as frequently as needed but, at a minimum, you should be submitting an updated **SitRep** at least twice a day, even if there are no changes, until notified by the CEOC or the OEM that the Event is now closed.

NOTIFICATIONS

Notify the DEC and OEM Duty Officer when you submit or update an Agency SitRep. See **Notifications** at the end of this document for step-by-step instructions.

To print a copy of the **How To** Guide, click on the **How To** tab in the **Agency SitRep** view for a link to the document. You can also access the **How To** Guide by going to the **References** menu on the left side of the screen, click **Document Library**, click **How To** for a listing of all **How To** documents.

To create an **Agency SitRep**:

- 1) From the Center View screen, on the left hand side, you will see a menu bar in blue.
- 2) Scroll down and click on **Situation**.
- 3) Click on **Agency SitRep**. This is the report to be used by County departments and other agencies, such as American Red Cross, California Highway Patrol, Cal EMA, etc.
NOTE: Cities, school districts, colleges and universities must use the Jurisdiction SitRep.
- 4) In the Center View, just to right of the blue menu bar, at the top left you will see a **Create** button. Click on it and an **Agency SitRep** will open.

Within 30 minutes: *Initial Situation – The purpose of reporting this basic information is to assist in determining the initial impact of the Event and its level of severity.*

- 1) Click on the **Basic Info** tab
 - a. **Agency:** From the drop down menu, select your County department/agency. For agencies, scroll to the bottom of the drop down list to find “Other Agencies”. **This is a required field.**
 - b. **Operational Readiness:** From the drop down menu, select the color code that best describes your current situation. **This is a required field.**
 - c. **Jurisdiction:** Select Los Angeles County. **This is a required field.**
 - d. **City:** Leave this blank
 - e. **County:** From the drop down menu, select Los Angeles.
 - f. **State:** This field will automatically default to California.
 - g. **Related Event/Incident/Activity:** Click on the **Select** button for a drop down menu of all Emergency Events (E), Incidents (I) and Planned Events (P) currently listed in the system. Scroll through the list until you find the event which you are reporting and click on it. If you are unsure which event to relate the report, click “Next Real Event”. It will now show that event in the box. If you made a mistake, click on **Clear**.
NOTE: There is no “Next Real Event” in the Training database.
 - h. **Submit only one (1) SitRep per County department/agency per event. After the initial SitRep is submitted, you will be updating the report, NOT creating a new one!**
 - i. **You must select an Emergency Event to relate your report; do not leave this field blank. If you leave it blank, it will automatically default to the “Not Reported” category. If you make a mistake, update the report and relate it to the correct Event.**
 - j. **Initial Situation Summary:** Provide short, concise information (bullet points) as to general conditions in your County department/agency.
 - k. **Concerns/Problems:** List major issues.
 - l. **What is Your Activation Status:**

- If you have activated your DOC/EOC, click **Yes** on the button (the default is set to No). If you have established activation hours for your DOC/EOC, click on the appropriate button if it will be operational on a **12-hour** or **24-hour** basis (the default is set to None).
- m. Click **Submit** in the upper right corner.
 - n. A completed initial **SitRep** will now show on your screen. You now have the opportunity to change or make additions to the information you just submitted.
 - o. If you make a mistake, you can correct it by updating the report.

How to Update a Report (Do not create a new Agency SitRep)

- 1) From the Center View screen, go to the blue menu bar on the left side and scroll up to **All/My Views/Forms** and click on it.
- 2) Next, click on **All Views/Forms**.
- 3) In the Center View screen, you will see 4 types of categories listed:
 - a. **Emergency Event (E)**
 - b. **Planned Event (P)**
 - c. **Incident (I)**
 - d. **Not Reported (NR)**
- 4) You will see a  to the left of **Emergency Event**.
- 5) Click once on the symbol to “expand” the selection. Note: the symbol now changes to a downward symbol . Whenever an item is expanded, the arrow will point down.
- 6) A list of all Events in the system will now appear.
- 7) Scroll down to the Event which you related your initial **SitRep** and click on the .
- 8) If you can't find your report, try looking in the **NR** category; when you find it, relate it to the correct event.
- 9) All County departments/agencies who have related reports or incidents to the Event will now be listed with links to these various reports and incidents highlighted in blue.
- 10) Scroll down until you find **Agency SitRep**. Scroll down to find your County department/agency name (to the right of the reports). When you find your County department/agency name, click on the blue link and your initial **Agency SitRep** will now appear on the screen.
- 11) To update the report, click on **Update** in the upper right corner.

Within 2 hours: Updated Situation – Provide as much information as you currently have to indicate a more accurate picture of what is happening in your County department/agency. (See *How to Update a Report.*)

Do Not Create a New Agency SitRep – Update your initial SitRep

- 1) Provide the following information:
 - a. **Operational Readiness:** Update to reflect your current situation.
 - b. **Situation Summary:** Update by clicking on the blue **Add New Situation Summary** and entering your current information.
 - c. **Current Objectives:** Create or update if information is available.
 - d. **Projected Objectives:** Create or update if information is available.
 - e. **Concerns/Problems:** Update with any new concerns or problems.
 - f. **What is Your Activation Status:** If you have a change in your DOC/EOC activation status, click on the correct button (the default is set to No). If you have a change in the activation hours for your DOC/EOC, click on the appropriate button if it will be operational on a **12-hour** or **24-hour** basis (the default is set to None).
- 2) Return to the top of the report and on the blue menu bar across the top, go to the **Additional Info** tab and click on it.
 - a. **What Are Your Capabilities?** Provide the following information:
 - i. Responders: Click the button that best represents your Agency’s employee Availability and Mission Capability. “Responders” refers to all employees.
 - ii. Admin Staff: Leave blank
 - iii. Facilities: Click the button that best represents your Agency’s Availability and Mission Capability for facilities.
 - iv. Communications: Click the button that best represents your Agency’s Availability and Mission Capability for communications
 - v. Consumables: Leave Blank
 - vi. Vehicles/Equipment: Click the button that best represents your Agency’s Availability and Mission Capabilities for vehicles/equipment.
 - b. **Provide Damage Information** – Leave Blank
NOTE: This information most likely will not be available within 2 hours. Update the Initial Report with damage information when available.
 - c. **Critical Resource Recap** - Leave Blank
- 3) Return to the top of the report and on the blue menu bar across the top, go to **CEOC SitRep** tab and click on it.

NOTE: ONLY LOS ANGELES COUNTY CORONER, HEALTH SERVICES, MENTAL HEALTH, PUBLIC HEALTH, PUBLIC SOCIAL SERVICES AND SHERIFF DEPARTMENTS WILL COMPLETE THE CEOC SITREP TAB

- a. Click on the tab designated for your County department and additional information boxes will appear. If available, provide the information requested.
- 4) Click on **Submit** in the upper right hand corner when you have finished updating the **SitRep**.
- 5) Your updated report will now appear on the screen with a new date and time stamp.

- 6) Reminder: Update the **SitRep** as frequently as needed but, at a minimum at least twice a day.

NOTE: Ensure that your SitRep correlates to the proper Event

Reminder: Update the SitRep as often as needed but, at a minimum, twice a day. Also, make sure you have related the SitRep to the correct event.

Closing Out A SitRep

- 1) Find your SitRep and open it
- 2) Click Update
- 3) On the Basic Info tab, click Operational Readiness Status to open the drop down menu
- 4) Select Blue – Closed (emergency reporting is no longer required)
- 5) In the Situation Summary field, enter information as to what time you are shutting down your operation and any other pertinent information.
- 6) Click on No for Op Center activation.
- 7) Click on Submit in the upper right corner of the screen.
- 8) Your event is now closed.

NOTIFICATIONS

Notify the DEC and OEM Duty Officer when you submit, update or close an Agency SitRep by using the following steps after you have filled out the SitRep:

Go to the third tab: **Notification**

1. **Send Notification:** Select “**Yes**” to send.
2. **Message:** Type a message that states your Agency has submitted a SitRep.
3. **Select recipient:**
 - In the **Individual** drop down list, scroll through the list and find **Duty Officer, OEM** and click on it; it will now appear in the Notification List box.
4. Click on the **Submit** button in the top right corner.