

NMDOH SITUATION REPORT FORM INSTRUCTIONS/SAMPLE

The purpose of this form is to document the current status of an incident or event. It can be used in the planning process to organize information and /or track the progress of related issues.

SITREP #	Enter in numerical order of situation reports made in reference to a given incident or event.
INCIDENT NAME/NUMBER	As assigned
DATE PREPARED	Enter the date this form is prepared
TIME PREPARED	Enter the time this form is prepared (24 hour format)
OPERATIONAL PERIOD #	Enter the current OP number
OPERATIONAL PERIOD DATE/TIME	Enter the date and time from the beginning of the OP to the scheduled end of the OP.
EOC ACTIVATIONS	Enter by marking with an "X" any Operation Centers that has been activated in relation the incident or event. Enter the location of the Operation Center by name of the agency, department, division, region or county.
EMERGENCY DECLARATIONS	Enter by marking with an "X" any formal declarations of emergency in relation to the incident or event. Enter the type of declaration i.e. Resolution Request or Executive Order.
SITUATION STATUS	Enter by marking with an "X" whether the current response to the incident or the event has or has not stabilized it.
SITUATION SUMMARY	This can be entered in narrative form, by objective or by Emergency Support Function (ESF). This will be dependent upon whether this form is being used for reporting the current incident/event status or for tracking the planning process. (This section will automatically fit to content)
ASSIGNED TO	If used for tracking the planning process enter the name, or component of the organization to which the task was assigned.
DUE DATE	If used for tracking the planning process enter the scheduled due date of the assignment.
DATE COMPLETED	If used for tracking the planning process enter the date that the assignment was completed

NMDOH SITUATION REPORT FORM INSTRUCTIONS/SAMPLE

SITREP #: 3	INCIDENT NAME / NUMBER : PHD N1N1 READY				DATE PREPARED: 06/31/09			TIME PREPARED: 1330		
OPERATIONAL PERIOD # 3			OPERATIONAL PERIOD DATE/TIME		FROM:	06-31-09 1330		TO:	06-31-09 1331	
EOC ACTIVATIONS	YES	NO	LEVEL	LOCATION	EMERGENCY DECLARATIONS	YES	NO	TYPE		
STATE					FEDERAL		X			
DEPARTMENT/ DIVISION	X		2	NMDOH PHD/ Santa Fe	STATE		X			
REGIONAL					LOCAL		X			
LOCAL					SITUATION STATUS (MARK WITH AN X)			STABLE	X	UNSTABLE
SITUATION SUMMARY (MAY BE REPORTED BY TOPIC, OBJECTIVE, OR EMERGENCY SUPPORT FUNCTION)						ASSIGNED TO	DUE DATE	DATE COMPLETED		
<p>Current Flu Activity</p> <p>Influenza activity in NM as of the week ending 5/23 is local (Outbreaks of influenza or increases in ILI cases and recent laboratory-confirmed influenza in a single region of the state).</p> <p>Confirmed cases have occurred in 15 counties in NM. There are many more people ill with flu than reflected in the confirmed numbers.</p> <p>No deaths reported from NM.</p> <p>Nationally, there is flu activity being reported from 49 states. Flu activity has been decreasing over the last couple of weeks.</p> <p>Objective #1 - Vaccinate every living soul in New Mexico by December 31, 2009</p>						Operation Section	12/31/09			

Prepared By: (Name/Title)	Ugotta B. Kidin Technical Specialist	Approved by: (Incident Commander)	Noami Knott, IC
------------------------------	---	--------------------------------------	-----------------