

Attachment I: Situation Report Form

(The following hardcopy form should be used ONLY if E Team is inaccessible or not available. Otherwise, all assessment reports should be filed electronically through E Team. The hardcopy form has been modified slightly from the E Team online forms.)

Note: All E Team forms depicted in this document are based on E Team Release 2.3.

The line designators (Line 1, Line 2, Line 3, etc.) in each information box are for LEIN and radio / telephone transmittal purposes only. They will not be found in the E Team online report form.

Attachment I: Jurisdiction Situation Report Form – Page 1

(Fields may be subject to change.)



Jurisdiction Situation Report – Hardcopy (Notes: * = required field; see last page for field selections)

***Jurisdiction:**
(Line 1)

***Overall Status:**
(Line 2)

City:
(Line 3)

County:
(Line 4)

Geographic Area:
(Line 5)

State:
(Line 6)

Related Event/Incident/Activity:
(Line 7)

SITUATION SUMMARY

(Line 8)

Current Objectives: (Line 9)

Projected Objectives: (Line 10)

Concerns/Problems: (Line 11)

Attachment I: Jurisdiction Situation Report Form – Page 2



Jurisdiction Situation Report – Hardcopy (Note: see last page for field selections)

WHAT EMERGENCY DECLARATIONS HAVE BEEN MADE?

Local (Municipal)	Intermediate (County)	Gubernatorial	Presidential
Date Requested: (L-R, Lines 12-15)			
Date Granted: (L-R, Lines 16-19)			

WHAT INFORMATION CAN YOU PROVIDE REGARDING NUMBER OF CASUALTIES

Estimated	Confirmed	Comments
Fatalities: (L-R, Lines 20-22)		
Injuries: (L-R, Lines 23-25)		

WHAT DAMAGE INFORMATION CAN YOU PROVIDE

Destroyed	Major	Minor	Estimated Cost
Residences: (L-R, Lines 26-29)			
Business: (L-R, Lines 30-33)			
Government: (L-R, Lines 34-37)			
			Total Estimated Cost: (Line 38)
Est. % Insured – Residences: (Line 39)			
Est. % Insured – Business: (Line 40)			
Est. % Insured – Government: (Line 41)			

PUBLIC ASSISTANCE (PA) DAMAGES (Note: Categories A & B – exclude normal operating costs)

	Number of Sites	Estimated Loss
CAT A: Debris Removal and Disposal	(L-R, Lines 42, 43)	
CAT B: Emergency Protective Measures	(L-R, Lines 44, 45)	
CAT C: Road and Bridge Systems (non-federal)	(L-R, Lines 46, 47)	
CAT D: Water Control Facilities (levees, dams & channels)	(L-R, Lines 48, 49)	
CAT E: Public Buildings and Equipment	(L-R, Lines 50, 51)	
CAT F: Public Utilities (water and power, etc.)	(L-R, Lines 52, 53)	
CAT G: Park/Recreational/Other:	(L-R, Lines 54, 55)	
TOTALS:	(L-R, Lines 56, 57)	



Jurisdiction Situation Report – Hardcopy (Note: see last page for field selections)

WHAT EVACUATION INFORMATION CAN YOU PROVIDE

Number of People Evacuated: (Line 58)
Number of People in Shelters: (Line 59)
Comments: (Line 60)

WHAT ADDITIONAL INFORMATION CAN YOU PROVIDE

Comments: (Line 61)

ATTACHMENTS

Supporting Files/Documents Attached:

Attachment I: Jurisdiction Situation Report Form – Field Selections
(DO NOT SUBMIT THIS PAGE)



Jurisdiction Situation Report - Hardcopy

***Jurisdiction:**

List jurisdiction by name

***Overall Status (select only one):**

Black – Major Assistance Required
Red – Assistance Required
Yellow – Under Control
Green – Normal Conditions
Gray – Unknown
Blue – Closed

Geographic Area:

List MSP District in which incident occurred

Related Event/Activity:

List name of related event (if any) that caused this incident

What Emergency Declarations Have Been Made?

Local (Municipal) – date/time that declaration was made by local municipality
Intermediate (County) – date/time that declaration was made by county
Gubernatorial – date/time that state declaration was requested and/or granted
Presidential – date/time that federal declaration was requested and/or granted

What Damage Information Can You Provide (estimated cost of damaged residences, businesses, government facilities):

List the estimated costs for repairing/replacing the residences, businesses and government facilities damaged or destroyed in this incident

Public Assistance (PA) Damages: Indicate the number of sites damaged and estimated loss figures (\$) for each category of public facilities

Category A: Debris Removal and Disposal – include figures for clearing debris from public roads/streets, other public property, and private property (when cleared by government forces to protect public health and safety).

Category B: Emergency Protective Measures – include figures for performing emergency temporary repairs to remove or reduce immediate threats to public health, safety or property, emergency flood protection activities, security/traffic control measures, search and rescue operations, shelter/feeding, etc.

Category C: Road and Bridge Systems (non-federal) – include figures for repairing damage to non-federal highways, roads, streets, bridges, and normal right-of-way elements such as culverts, curbs, gutters, public sidewalks, shoulders, embankments, drainage ditches, signage, lighting, and traffic signals. **(NOTE: THE E TEAM DEFAULT FORMAT ONLY ALLOWS ENTRY OF NON-FEDERAL FIGURES; HOWEVER, FEDERAL AID FIGURES SHOULD ALSO BE INCLUDED IN THE REPORT, AS APPROPRIATE. THE FEDERAL AID FIGURES CAN BE LISTED IN THE "WHAT ADDITIONAL INFORMATION CAN YOU PROVIDE" SECTION, IN THIS MANNER: PUBLIC ASSISTANCE DAMAGES, CATEGORY C – FEDERAL AID ROAD AND BRIDGE SYSTEMS: NUMBER OF SITES = 20; ESTIMATED LOSS = \$8,495,000.)**

Category D: Water Control Facilities – include figures for repairing damage to levees, dams, publicly-owned drainage channels and irrigation works, etc.

Category E: Public Buildings and Equipment – include figures for repairing or replacing damaged public buildings and equipment, including building contents, vehicles, public mass transportation systems (i.e., bus, light rail, ferry), publicly-owned railroads and railroad facilities, publicly-owned ports and port facilities, and publicly-owned airports and airport facilities.

Category F: Public Utilities – include figures for repairing damage to publicly-owned utility systems such as storm sewers, sanitary sewers, sewage treatment plants, public water facilities, water treatment plants, light/power facilities, etc.

Category G: Park/Recreational/Other – include figures for repairing damage to public parks, publicly-owned recreational facilities, and other publicly-owned facilities not covered by any other categories (such as cemeteries and improved/maintained beaches).

What Additional Information Can You Provide:

Describe other incident related impacts, including but not limited to:

- Unresolved and/or emerging public health/safety threats;
- Impacts on essential public services and facilities;
- Major roads/bridge closures;
- Impacts on specific community groups (e.g., the elderly, young children, non-English speaking, the homeless);
- Cities, townships and villages affected;
- Socio-economic impacts and other pertinent impacts (e.g., environmental, historical, political, psychological).

Attachments:

Indicate what documents, if any, are attached to this situation report (e.g., damage map, photography, declarations/declaration requests)