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# **Situation Report Template Overview**

This Situation Report Template is a resource for public health officials to use as they identify and circulate relevant information during disasters caused by natural, man-made, and technological hazards, as well as various factors that influence the exposure and vulnerability of a community.

This resource can be an appendix to an existing All-Hazards Concept of Operations Plan or a separate standard operating procedure.

## **How to Use this Resource**

This template uses two types of color text:

1. Black text represents suggested language that can be published in the situation report. Local health departments may choose to revise this content; however, customization is not required.
2. ***Green italicized text*** within brackets ***[ ]*** are instructional comments for the authors of the Situation Report and should **not** be included in the final Situation Report.

When working through the template, refer to the following steps:

1. Edit text in ***green italicized font*** following the instructions provided within the green italicized brackets ***[ ]***.
2. Revert any final language into black or the appropriate color to denote it will be included in the final report.
3. Delete the remaining ***green italicized text*** and brackets ***[ ]*** once each section is complete.

**It is important to note that Situation Reports should be tailored to your local health department and geographical needs. Please add or delete any information that is necessary for your reporting requirements and jurisdiction.**

The template begins on the next page. Please do not include this page when submitting your final Situation Report.

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Deloitte Consulting, LLP was contracted by NACCHO to develop the   
Situation Report Template to support administrative preparedness across the country.

**Situation Reporting Procedures**

Emergency Support Function 8 –   
Public Health ***[Optional* “**and Medical Services**”*]***

# **Purpose**

To collect and disseminate information on Emergency Support Function 8 (ESF-8) – Public Health ***[optional “***and Medical Services***”]*** response and recovery operations in a comprehensive, accurate, and efficient manner. This will enable jurisdictional leadership and partners to make informed and coordinated decisions related to the provision of public health services during a disaster caused by natural, man-made, and technological hazards, as well as various factors that influence the exposure and vulnerability of a community.

# **Scope**

Situation Reports should include tailored information for the threat/hazard impacting the community. This document provides an overview of ***[insert health department name]*** ESF-8 procedures for the collection and dissemination of situation reports.

**Background/Situation**   
Sharing relevant and timely situational information throughout an incident is essential to achieving a common operating picture which enables both on-scene response personnel and Emergency Operations Center (EOC) personnel involved in support and coordination activities to make better decisions.

The ***[insert health department name****]* is the principal point-of-contact for information related to the ESF-8 impacts resulting from a disaster or other event. It is expected that ***[insert health department name]*** will prepare the ESF-8 Situation Report for the ***[insert emergency management agency or other appropriate organization]*** to incorporate into a more comprehensive***[insert jurisdictional name]***Situation Report that includes other responding agencies/organizations and then disseminate the Situation Report to leadership and key partners.

If ***[insert emergency management agency or other appropriate organization]*** is not preparing a comprehensive ***[insert jurisdictional name]***Situation Report, ***[insert health department name]*** may be asked to prepare an ESF-8 specific Situation Report that will be circulated to ***[insert appropriate senior leadership]*** and key stakeholders.

# **Concept of Operations**

***[LHDs should insert instructions for developing the Situation Report, including but not limited to determining how the information will be gathered, identifying who will be the primary author of the Situation Report, and establishing the frequency with which the Situation Report will be finalized and distributed. There are multiple ways to gather information for the Situation Report including whole department calls, programs submitting information at a set date/time, retrieving data from specific systems, or a combination of these and other methods.]***

# **ESF-8 All-Hazard Situation Report Content**

The following tables contain data elements that should be considered when developing an ESF-8 Situation Report for All-Hazards. Hazard specific data elements should augment the all-hazards data and can be found in: [Hazard Specific Situation Reporting Content](#_Hazard_Specific_Situation).

***[In the below table, green italicized text are more detailed examples of the types of information that would be valuable to include in the situation report.]***

|  |  |  |  |
| --- | --- | --- | --- |
| SITUATION REPORT ESF-8 Public Health *[Optional “*and Medical*”]* | | | |
| **Situation Report Number:** | | | |
| **Incident Name:** | | | |
| **Incident Number:** | | | |
| **Emergency Proclamations/Declarations:** | | | |
| **EOC Status: *[Choose one: Monitoring, Partially Activated, Fully Activated]*** | | | |
| **ESF-8 Leads or Incident Commanders: *[Insert Names, Titles, and Contract Information]*** | | | |
| **Date:** | **Time:** | Situation reports will be released daily at approximately ***[Insert time]*. *[Insert color name]*** text reflects new or updated information. | |
| ***[Provide instructions for signing up for emergency alerts]*** | | | |
| ***[Provide instruction for how to support impacted community (e.g., local non-profits accepting/distributing donations)]*** | | | |
| ***[Provide instructions on where to find additional information and submit questions]*** | | | |
| **Key Updates** | | | |
| **Health Advisories/Orders** | | ***[Describe]*** | |
| **Policy Changes** | | ***[Include federal/local mandates (e.g., masks, social distancing, isolation periods)]*** | |
| **Announcements & Featured Media** | | ***[Include media coverage since the last Situation Report was released]*** | |
| **Priorities for Current Operational Period** | | ***[Describe]*** | |
| **Completed Activities Since Last Operational Period** | | ***[Describe]*** | |
| **Future Activities** | | ***[Describe]*** | |
| **Other Essential Information** | | | **Data Source** |
| **Other Essential Information (Non-ESF-8)**  ***[When submitting a situation report to health department leadership, it may be helpful to include the information in the next column. However, if the ESF-8 Situation Report is being integrated into Emergency Management’s larger situation report, these components will likely be submitted by other ESFs and would not be the responsibility of ESF-8.]*** | | Weather/hazard forecasts:***[Provide fire danger level, number of fires, fire containment levels, classification and trajectory of hurricane, projected flood zones, and active flood zones]*** |  |
| Critical infrastructure impacts:***[Identify power outages, water advisories/outages, road closures, school closures, airport closures, etc.]*** |  |
| Population evacuation statistics:***[Insert number of displaced individuals, number of individuals in evacuation shelters, and number who have returned to the area, etc.]*** |  |
| Ingress and egress routes information:***[Especially, if using contraflow on highways as an evacuation strategy]*** |  |
| Damage assessments: ***[Include preliminary damage assessments cost estimates; this may be economic rather than physical damage]*** |  |
| Agricultural impact:***[Identify zoonotic disease in livestock/poultry, crop yields/damage, number of deceased or displaced livestock/poultry, etc.]*** |  |
| Wildlife impacts:***[Identify zoonotic disease, destruction of ecosystems, deceased or displacing wildlife, etc.]*** |  |
| Forestation impacts: ***[Include acreage impacted, extent of damage, etc.]*** |  |
| Resources available:***[Identify public assistance, sandbags, etc.]*** |  |

***[In the “Data Source” column, populate the appropriate data sources that can be used to collect the recommended information. This column is for internal reference only and should be deleted prior to publishing the situation report.]***

|  |  |  |
| --- | --- | --- |
| **Community Public Health & Medical Impacts** | | **Data Source** |
| **Public Health System Status** | ***[Choose one: No Impact, Minimal Impact (Describe), Significant Impact (Describe)]*** | ***[Recommended Source: Coordination Call]*** |
| **Health Care System Status** | ***[Choose one: No Impact, Minimal Impact (Describe), Significant Impact (Describe)]*** | ***[Recommended Source: Coordination Call]*** |
| **Hospitals on divert** | ***[Insert Number]*** |  |
| **Long term care facilities impacted** | ***[Describe impacts: Closed, shelter in place, evacuated, etc.]*** |  |
| **Healthcare provider availability** | Emergency Departments: ***[Describe availability]*** |  |
| EMS: ***[Describe availability]*** |  |
| Dialysis Centers:***[Describe availability]*** |  |
| **Mortuary services impacts** | Medical examiner*:* ***[E.g., include autopsy delays, additional support needed]*** |  |
| Funeral homes: ***[E.g., include delays in final internment, number of unclaimed remains]*** |  |
| Transportation and storage: ***[E.g., identify storage space remaining and availability to transport remains from healthcare settings]*** |  |
| **Environmental Health Impacts** | Environmental Health Inspections/Re-inspections: ***[E.g., food, lodging, pool, and septic]*** | ***[Recommended Source: Environmental Health Program]*** |
| Water Advisories: ***[E.g., waterborne diseases, well water contamination, boil water notices]*** | ***[Recommended Source: Environmental Health Program***  [*CDC: Do Not Use Water Advisory*](https://www.cdc.gov/healthywater/emergency/drinking/drinking-water-advisories/do-not-use-advisory.html#:~:text=Local%20health%20authorities%20issue%20a%20do%20not%20use,the%20skin%2C%20lungs%2C%20or%20eyes%2C%20can%20be%20dangerous.)*]* |
| Air Quality Advisories: ***[E.g., particulate matter, ozone, wildfire smoke, volcanic ash]*** | ***[Recommended Source: Environmental Health Program***  [*CDC: Air Quality Advisory*](https://www.cdc.gov/air/default.htm)*]* |
| **Supply Chain Impacts** | ***[Describe delays in delivery of consumables, currier delays/disruptions impacting specimen delivery]*** | ***[Recommended Source: Coordination Call & National News]*** |
| **Epidemiology Data** | Case definition: ***[Identify how cases and presumptive cases are defined]*** | ***[Recommended Source: Epidemiology Program]*** |
| Demographics: ***[Identify distribution of cases by occupation, sex, rural/urban area, ethnicity, etc.]*** | ***[Recommended Source: Epidemiology Program]*** |
| Epidemiological Curve: ***[Provide histogram that shows the distribution of cases over time]*** | ***[Recommended Source: Epidemiology Program]*** |
| Number of emergency department visits: ***[Include case count and rate]*** | ***[Recommended Source: Epidemiology Program]*** |
| Number of hospitalizations: ***[Include case count and rate]*** | ***[Recommended Source: Epidemiology Program]*** |
| Number of deaths: ***[Include case count and rate]*** | ***[Recommended Source: Epidemiology Program]*** |
| Information that is not available because it is protected health information (PHI): ***[Describe]*** | ***[Recommended Source: Epidemiology Program]*** |
| **Emerging Threats/Issues** | ***[Identify secondary outbreaks or other barrier roadblocks, etc.]*** | ***[Recommended Source: Coordination Call]*** |
| **Populations most at-risk of negative health impacts** | ***[Identify co-morbidities, occupation, medical equipment users, etc.]*** | ***[Recommended Source: Epidemiology Program,*** [*HHS emPOWER Program Platform*](https://empowerprogram.hhs.gov)*]* |
| **Number of staff affected** | ***[Include number]*** | ***[Recommended Source: Human Resources Department / EOC Logistics Sections]*** |
| **Number of staff activated** | ***[Include number]*** | ***[Recommended Source: Human Resources Department / EOC Logistics Sections]*** |
| **Number of volunteers activated** | ***[Include number]*** | ***[Recommended Source: Volunteer Coordinator / EOC Logistics Sections]*** |
| **Community partnership being leveraged** | ***[Identify universities, food banks, clothing banks, senior centers, etc.]*** |  |

# **Hazard Specific Situation Reporting Content**

Below are hazard specific data and information that should be considered when developing a situation report. Following an incident, select the appropriate table and combine it with the All-Hazard Situation Report tables. In the tables below, the green text contains more detailed examples of the types of information that would be valuable to include in the situation report.

The following hazards are included in this section:

* Communicable Disease Outbreak
* Heat Wave
* Winter Weather Event
* Flood/Hurricane
* Radiological/Nuclear Incident

***[In the “Data Source” column, populate the appropriate data sources that can be used to collect the recommended information. This column is for internal reference only and should be deleted prior to publishing the situation report.]***

## **Communicable Disease Outbreak**

|  |  |  |
| --- | --- | --- |
| **Communicable Disease Outbreak Information** | | **Data Source** |
| **Key Public Health Safety Messages** | Guidance for infection control: ***[E.g., personal hygiene, cleaning instructions, PPE recommendations, etc.]*** | ***[Pathogen Dependent]*** |
| Guidance for specific populations: ***[E.g., children, dogs, elderly, and other populations most at risk for heat related illness]*** | ***[Pathogen Dependent]*** |
| Guidance for Congregate Living Settings: ***[E.g., correctional and detention facilities, shelters, group homes, dormitories at institutes of higher education, seasonal worker housing, residential substance use treatment facilities, and other similar settings]*** | ***[Pathogen Dependent]*** |
| **Community Events/Shelters** | Testing opportunities: ***[Provide location, date/times of operation, information about scheduling an appointment, public transportation nearby, etc.]*** | ***[Recommended Source: Communicable Disease Program]*** |
| Vaccine opportunities: ***[Provide eligibility information, location, date/times of operation, information about scheduling an appointment, public transportation nearby, etc.]*** | ***[Recommended Source: Immunization Program]*** |
| **Travel information** | ***[Provide immunization, testing, and quarantine requirements, etc.]*** | ***[Recommended Sources:***[*CDC: Travelers’ Health*](https://wwwnc.cdc.gov/travel/destinations/list)  [*US Department of State: Travel Advisories]*](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/) |
| **Resources Available** | ***[Include medical countermeasures (e.g., immunizations, antivirals, antibiotics), personal protective equipment (PPE), etc.]*** | ***[Recommended Source: Coordination Call]*** |
| **Resources Distributed** | ***[Identify the number and type of medical countermeasures and PPE distributed]*** | ***[Recommended Source: Coordination Call]*** |

## **Heat Wave**

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| **Heat Wave Information** | | **Data Source** |
| **Key Public Health Safety Messages** | Injury prevention guidance: ***[E.g., signs and symptoms of heatstroke and heat-related illness, when to call 911, how to protect yourself and home, etc.]*** | ***[Recommended Sources:*** [National Weather Service: Heat Safety](https://www.weather.gov/media/owlie/HeatSafety-OnePager-11-29-2018.pdf)  [CDC: Health and Safety Concerns for All Disasters](https://www.cdc.gov/disasters/alldisasters.html)*]* |
| Guidance for employers: ***[e.g., providing cool shaded spaces for breaks, providing fans/air-conditioning units in congregate living settings, etc.]*** | ***[Recommended Source:***  [OSHA: Heat Awareness](https://www.osha.gov/heat/employer-responsibility)*]* |
| Guidance for specific populations: ***[E.g., children, dogs, elderly, and other populations most at risk for heat related illness]*** | ***[Recommended Source:***  [CDC: Protecting Disproportionately Affected Populations from Extreme Heat](https://www.cdc.gov/disasters/extremeheat/specificgroups.html)*]* |
| **Community Events/Shelters** | Cooling centers:***[Provide location, date/time of operations, public transportation nearby, etc.]*** | ***[Recommended Source: Coordination Call]*** |
| Cool air spaces: ***[e.g., malls, libraries]*: *[Provide location, date/time of operations, public transportation nearby, etc.]*** | ***[Recommended Source: Coordination Call]*** |
| **Resources Available** | ***[E.g., air conditioning (AC) units and fans]*** | ***[Recommended Source: Coordination Call]*** |
| **Resources Distributed** | ***[Identify number of air conditioning (AC) units, fans, etc.]*** | ***[Recommended Source: Coordination Call]*** |

## **Winter Weather Event**

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| --- | --- | --- |
| **Winter Weather Event Information** | | **Data Source** |
| **Key Public Health Safety Messages** | Injury Prevention Guidance ***[E.g., signs and symptoms of hypothermia and frostbite, when to call 911, how to protect yourself and home, etc.]*** | ***[Recommended Sources:***  [CDC Prevent Hypothermia & Frostbite](https://www.cdc.gov/disasters/winter/staysafe/hypothermia.html)  [American Red Cross: Winter Storm Safety](https://www.redcross.org/get-help/how-to-prepare-for-emergencies/types-of-emergencies/winter-storm.html)*]* |
| Guidance on staying safe indoors: ***[E.g., heating your home safely, lighting your home safely, using generators and other appliances safely, how to conserve heat, keeping a water supply, heating your home safely, lighting your home safely, using generators and other appliances safely, how to conserve heat, keeping a water supply, etc.]*** | ***[Recommended Source:***  [CDC: Stay Safe During & After a Winter Storm](https://www.cdc.gov/disasters/winter/duringstorm/indoorsafety.html)*]* |
| Guidance for specific populations: ***[E.g., children, dogs, elderly, and other populations most at risk for cold related illness]*** | ***[Recommended Source:***  [CDC: Information for Specific Groups](https://emergency.cdc.gov/groups.asp)*]* |
| Guidance for congregate living settings: ***[E.g., correctional and detention facilities, shelters, group homes, dormitories at institutes of higher education, seasonal worker housing, residential substance use treatment facilities, and other similar settings]*** |  |
| Guidance for employers: ***[E.g., Preventing slips on snow and ice]*** | ***[Recommended Source:***  [OSHA Winter Weather](https://www.osha.gov/winter-weather)*]* |
| **Community Events/Shelters** | Warming centers:***[Provide location, date/time of operations, public transportation nearby, etc.]*** | ***[Recommended Source: Coordination Call]*** |
| Warm community spaces: ***[e.g., malls, libraries]*: *[Provide location, date/time of operations, public transportation nearby, etc.]*** | ***[Recommended Source: Coordination Call]*** |
| **Resources Available** | ***[E.g., “blankets”]*** | ***[Recommended Source: Coordination Call]*** |
| **Resources Distributed** | ***[Identify number and type of resources]*** | ***[Recommended Source: Coordination Call]*** |

## **Flood/Hurricane**

|  |  |  |
| --- | --- | --- |
| **Flood/Hurricane Information** | | **Data Source** |
| **Key Public Health Safety Messages** | Injury Prevention Guidance: ***[Avoid driving through flooded areas, do not drink flood water, watch for water advisories, how to safely use generators, how to safely handle damaged structures]***  Preparedness Guidance: ***[What supplies to gather, where to get information, bringing in outdoor items]*** | ***[Recommended Sources:***  [CDC Flood Safety Tips](https://www.cdc.gov/nceh/features/flood-safety/index.html#:~:text=After%20Flooding%20Occurs-,Avoid%20driving%20through%20flooded%20areas%20and%20standing%20water.,Drink%20clean%2C%20safe%20water)*]*  [CDC: Floodwater After a Disaster or Emergency](https://www.cdc.gov/disasters/floods/floodsafety.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fdisasters%2Ffloods%2Fcleanupwater.html)  [CDC: Preparing for a Flood](https://www.cdc.gov/disasters/floods/readiness.html)*]* |
| Guidance for congregate living settings: ***[E.g., correctional and detention facilities, shelters, group homes, dormitories at institutes of higher education, seasonal worker housing, residential substance use treatment facilities, and other similar settings]*** |  |
| Vector control: ***[E.g., mosquito management activities, other rodent management activities, etc.]*** | ***[Recommended Source:***  [CDC: Protect Yourself from Animal- and Insect-Related Hazards After a Disaster](https://www.cdc.gov/disasters/animalhazards/facts.html)  [CDC: Mosquito Control](https://www.cdc.gov/mosquitoes/mosquito-control/index.html)*]* |
| Environmental health educational material: ***[E.g., food safety during power outages, how to clean/test well water, etc.]*** | ***[Recommended Source:***  [CDC: Food, Water, Sanitation, and Hygiene Information for Use Before and After a Disaster or Emergency](https://www.cdc.gov/disasters/foodwater/index.html)*]* |
| **Community Events/Shelters** | Vaccine opportunities ***[e.g., Hepatitis A, Tetanus]*: *[Provide eligibility information, location, date/times of operation, information about scheduling an appointment, public transportation nearby, etc.]*** | ***[Recommended Source: Coordination Call]*** |
| Emergency Shelters:***[Provide location, date/time of operations, transportation available, etc.]*** | ***[Recommended Source: Coordination Call]*** |
| **Resources Available** | ***[Include resources such as immunizations (e.g., Hepatitis A, Tetanus), etc.]*** | ***[Recommended Source: Coordination Call]*** |
| **Resources Distributed** | ***[Include information such as number and type of immunizations distributed and their locations (e.g., Hepatitis A, Tetanus), etc.]*** | ***[Recommended Source: Coordination Call]*** |

## **Radiological/Nuclear Incident**

|  |  |  |
| --- | --- | --- |
| **Radiological/Nuclear Incident Information** | | **Data Source** |
| **Key Public Health Safety Messages** | Injury Prevention Guidance: ***[E.g., Shelter-in-Place instructions and decontamination instructions for self, pets, and home]*** | ***[Recommended Source:***  [CDC: Shelter-in-Place](https://www.cdc.gov/nceh/radiation/emergencies/shelter.htm)  [CDC: What to Do During a Radiation Emergency](https://www.cdc.gov/nceh/radiation/emergencies/stayinside.htm)*]* |
| Signs and symptoms of exposure: ***[E.g., Acute Radiation Syndrome symptoms and exposure levels]*** | ***[Recommended Source:***  [CDC: Acute Radiation Syndrome](https://www.cdc.gov/nceh/radiation/emergencies/ars.htm)*]* |
| Medical countermeasure instructions: ***[E.g., Potassium Iodide (KI), Prussian Blue, DTPA (Diethylenetriamine pentaacetate), etc.]*** | ***[Recommended Source:***  [CDC: Medical Countermeasures (Treatments) for Radiation Exposure and Contamination](https://www.cdc.gov/nceh/radiation/emergencies/countermeasures.htm)*]* |
| Environmental health educational material: ***[E.g., food safety during power outages, how to clean/test well water, contaminated food sources, etc.]*** | ***[Recommended Source:***  [CDC: Food and Drinking Water Safety in a Radiation Emergency](https://www.cdc.gov/nceh/radiation/emergencies/food_water_safety.html)*]* |
| **Community Events/Shelters** | Decontamination Areas: ***[Provide location, date/time of operations, transportation instructions to minimize exposures, etc.]*** | ***[Recommended Source: Coordination Call]*** |
| *Emergency Shelter* ***[E.g., for those without the ability to shelter in place]: [Provide location, date/time of operations, transportation instructions to minimize exposures, etc.]*** | ***[Recommended Source: Coordination Call]*** |
| **Resources Available** | ***[Identify medical countermeasures available (e.g., potassium iodine, etc.), personal protective equipment (PPE), etc.]*** | ***[Recommended Source: Coordination Call]*** |
| **Resources Distributed** | ***[Include number and type of medical countermeasures and PPE distributed]*** | ***[Recommended Source: Coordination Call]*** |