

To: COMMUNICATIONS OFFICER
DIRECTOR

THIS IS AN EXERCISE MESSAGE

SITUATION REPORT _____ as of _____ on _____
(NO.) (HOUR) (DATE)

1. JURISDICTION: _____

2. CALLER: _____
(NAME, TITLE)

3. HAZZARD/INCIDENT TYPE: _____

4. WHERE OCCURRING: _____

5. WHEN (TIME/DATE): _____

6. EOC ACTIVATED (TIME/DATE): _____

7. CASUALTIES:

(A) NONE _____ (B) DEAD _____ (C) INJURED _____ (D) MISSING _____

8. EVACUATION: (A) NONE _____ (B) NUMBER OF SHELTERS OPENED _____
(C) NUMBER OF PEOPLE IN SHELTERS _____

9. DAMAGE: (A) HOMES _____

(B) BUSINESSES _____

(C) VITAL FACILITIES _____

(D) ROADS/BRIDGES CLOSED _____

(E) OTHER _____

10. SITUATION: (A) _____ UNDER CONTROL (B) _____ STABLE (C) _____ WORSENING

11. ASSISTANCE REQUIRED: (A) _____ NONE (B) (LIST NAMES) _____

12. FEDERAL AND STATE AGENCIES NOTIFIED: (A) _____ NONE (B) LIST NAMES _____

13. COMMENTS: _____

14. DATE/TIME REPORT SENT: _____

END EXERCISE MESSAGE