Welcome to NC4 Training

Module: Jurisdiction Situation Report
(Jurisdiction SitRep)

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1 Module: Jurisdiction Situation Report

The Jurisdiction Situation Report provides a journal of key information of the situation within the jurisdiction. The report defines response and recovery priorities for political jurisdictions such as a state, county or city.

The report will focus on generalized information that senior executives may use regarding the impact of a disaster.

Note: All person names and corresponding titles used in this document are fictitious. The names and titles are being used for the sole purpose of illustrating the systems' features and functionalities in an instructional environment.

ICON KEY

🗁	Valuable information
✏️	Test your knowledge
⌨️	Keyboard exercise
📖	Review

2 General Overview of Jurisdiction Situation Reports

This section of the module provides an overview of a Jurisdiction Situation Report form. You will become familiar with the layout of the form and understand the type of information that it can contain.

2.1 Viewing Jurisdiction Situation Reports

Existing Jurisdiction Situation Reports are presented to you by Event/ Incident/Activity when you select **Jurisdiction SitRep** from the **Report** navigation drop down menu as shown in Figure 1.
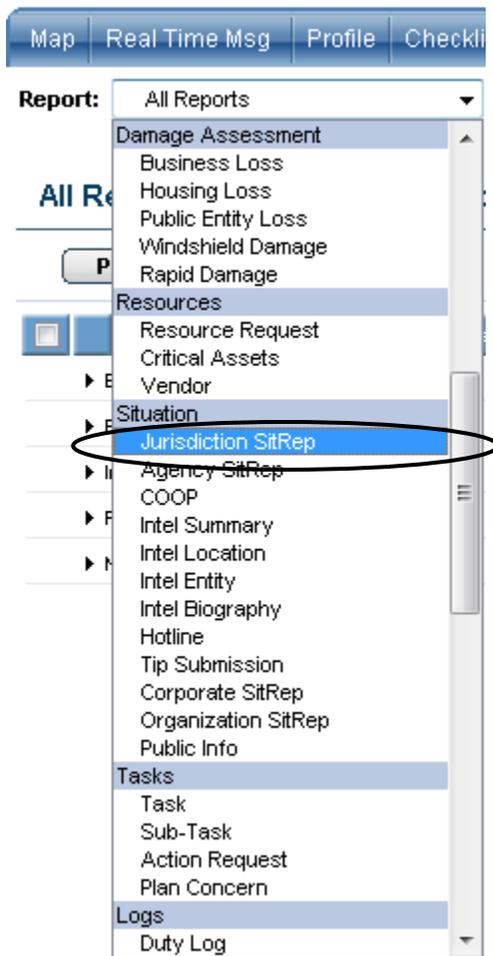
> 🗁 Situation is the top-level report structure for Jurisdiction in the Report navigation drop down menu.

Figure 1 Locating Jurisdiction SitRep

The **Jurisdiction SitRep** summary screen shows all **Jurisdiction SitReps** sorted by **Event/Incident/Activity**. You can expand any section by clicking the ▸ icon as shown in Figure 2.

Figure 2 Jurisdiction SitRep Summary Screen

The headings in the default main screen are:

* Event/Incident/Activity
* County/Municipality
* City
* Last Updated

The Jurisdiction SitRep summary screen may also be sorted by selecting a sort in the **View by** drop down menu as shown in Figure 3.

Figure 3 Jurisdiction Report View by Drop Down Menu

To view the status details associated with a given jurisdiction, click the <u>Name</u> link after expanding the appropriate levels as shown in Figure 4. Clicking the <u>Name</u> link will open the **Jurisdiction Situation Report**.

Figure 4 Jurisdiction SitRep <u>Name</u> Link

This action opens the **Jurisdiction SitRep** in *View* mode, as shown in Figure 5.

Figure 5 Jurisdiction SitRep in *View* Mode

The Jurisdiction Situation Report form contains the following:

- Jurisdiction – includes City, County and State

- Overall Status

- Related Event/Incident/Activity

- Situation Summary

- Current Objectives

- Projected Objectives

- Concerns Problems

- What Emergency Declarations Have Been Made

- What Information Can You Provide Regarding Number Of Casualties

- Provide Damage Information (Additional Info tab)

- PA (Public Assistance) Damages (Additional Info tab)

- What Evacuation Information Can You Provide (Additional Info tab)

- What Additional Information Can You Provide

In addition, the **Jurisdiction Situation** Report tabs contain system common functions: Notification, Attachments, Distribution and Sharing and Related Reports. These functions are described in detail in the Module: Common Functions.
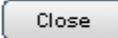
You will see the [Update] [Delete] [Print] [Close] buttons in the upper right corner of the Jurisdiction SitRep screen in *View* mode depending on your system access level and the discretion of the System Administrator. Use the **Update** button to edit or add information to the report, the **Delete** button to delete the report, the **Print** button to print a copy of the report, and the **Close** button to close the report window.

> 🗁 Deleted reports are removed from active lists but are maintained in history.

3 Let's get Practical with Jurisdiction Situation Reports

In this section of the module, you will follow a step-by-step walk through of creating a Jurisdiction Situation Report. You will become familiar with the details of the Jurisdiction Situation Report form and gain practical experience with the type of information it can contain.

⌨ All class participants should log on to the system and follow along step-by-step with the workbook.

3.1 Creating Jurisdiction Situation Reports

To create a new Jurisdiction Situation Report, perform the following steps:

1. Select **Jurisdiction SitRep** from the **Report** navigation drop down menu, as shown in Figure 1.

2. Click the button from the **Jurisdiction SitRep** summary screen, as shown in Figure 2.

A Jurisdiction SitRep Report opens in a new window as shown in Figure 6.

Figure 6 New Jurisdiction SitRep Form

3.1.1   Basic Info

We will cover each unique section in the **Jurisdiction SitRep** form. Required fields are indicated by a red asterisk (*),as shown in Figure 6.

3.1.1.1   JURISDICTION

The **Jurisdiction** and **Status** section contains the fields that describe the Jurisdiction and Overall Status. Select the **Jurisdiction** for which the report is being made from the Jurisdiction drop down menu, as shown in Figure 7.

Figure 7 Jurisdiction and Status Fields

📂 Your System Administrator maintains jurisdiction lists.

Alternately, you can click the Search/Add link to open the **Select Jurisdiction** dialog box shown in Figure 8. Here you can select an appropriate Jurisdiction by keying a word into the **Search** field, or create a jurisdiction by keying the information into the **Other** field and clicking the **Add** button. If you do not use the **Add** function, click the **Cancel** button to exit this screen.

📂 The Jurisdiction you enter in the Other field will not be added to the dialog box or search lists.

Figure 8 Jurisdiction Dialog Box

3.1.1.2   OVERALL STATUS

Select a status code from the **Overall Status** drop down menu, as shown in Figure 9.
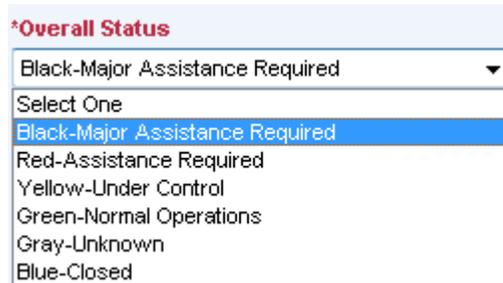
Figure 9 Overall Status Drop Down Menu

3.1.1.3   RELATED EVENT/INCIDENT/ACTIVITY

To associate the **Jurisdiction SitRep** with a **Related Event/Incident/Activity**, click the **Select** button to open the **Select Relevant Event** dialog box, as shown in Figure 10 . Click the appropriate **Related Event/Incident/Activity** Name link from the list.
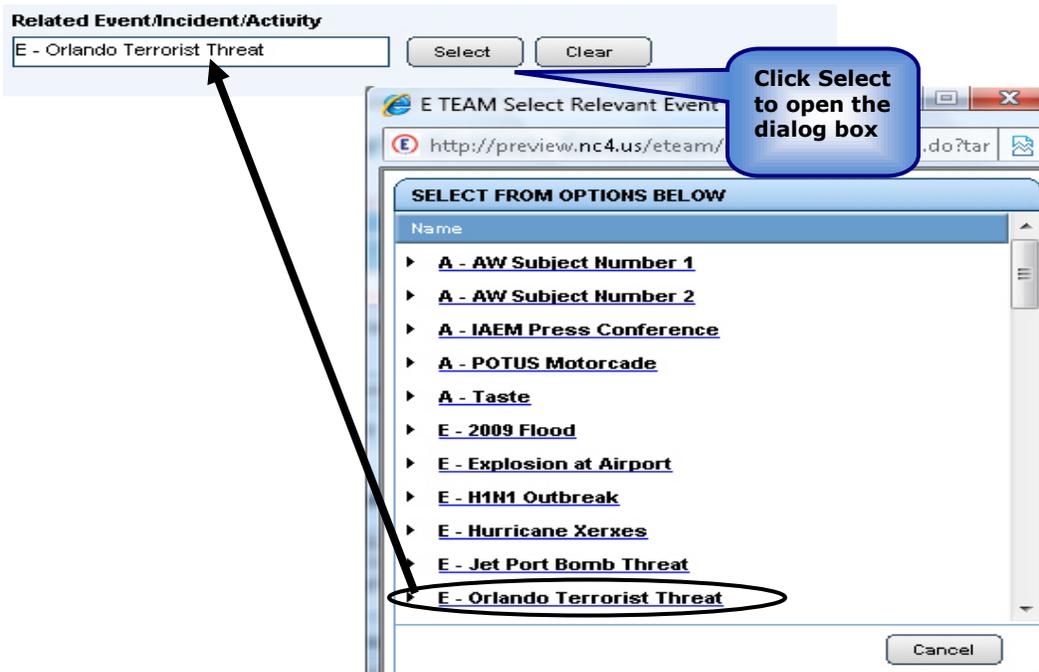
Figure 10 Selecting a Related Event/Incident/Activity

3.1.1.4   INITIAL SITUATION SUMMARY

Key a description of the current activity and status of your Jurisdiction into the **Initial Situation Summary** field, as shown in Figure 11.

Figure 11 Initial Situation Summary Field

Similarly, you can key specifics into the **Current Objectives, Projected Objectives,** and **Concerns Problems** fields as shown in Figure 12.

Figure 12 Current Objectives, Projected Objectives, Concerns Problems Fields

3.1.1.5   WHAT EMERGENCY DECLARATIONS HAVE BEEN MADE

In the What Emergency Declarations Have Been Made fields, indicate the Requested and Granted Dates of Local, Intermediate, Gubernatorial or Presidential disaster declarations, as shown in Figure 13. In the Intermediate Level field, enter the type of Intermediate Level such as County, City or Tribal.

Figure 13 What Emergency Declarations Have Been Made Fields

3.1.1.6   WHAT INFORMATION CAN YOU PROVIDE REGARDING NUMBER OF CASUALTIES

In this section, key in appropriate information about **Fatalities** and **Injuries** as shown in Figure 14.

Figure 14 Casualties and Injuries Fields

3.1.2 Additional Info

The **Additional Info** tab contains information about damages and evacuations within the jurisdiction as shown in Figure 15.

Figure 15 Additional Info Tab

3.1.2.1   PROVIDE DAMAGE INFORMATION

In the **Provide Damage Information** fields, key in an assessment of any damages relating to **Residences, Businesses,** and **Government** facilities that have been **Destroyed**, sustained **Major** or **Minor** damages, or that were **Affected**. Also, provide the **Estimated Cost** and the **Estimated % Insured**, as shown in Figure 16. Note that the system calculates the **Estimated Cost Total.**

PROVIDE DAMAGE INFORMATION

	Destroyed	Major	Minor	Affected	Estimated Cost	Est % Insured
Residences	0	8	0	0	7000.0	0.0
Business	125	200	34	1200	12000000.0	0.0
Government	3	4	0	0	3200000.0	0.0
Total Est. Cost					$15,207,000	

The system calculates the Total Est. Cost

Figure 16 Provide Damage Information Fields

3.1.2.2   PUBLIC ASSISTANCE (PA) DAMAGES

For the Federal Emergency Management Agency (FEMA) Public Assistance (PA) categories, key in the **No. of Sites** and the **Estimated Loss** for each PA category as shown in Figure 17. The system will calculate the **Totals**. To clear the **No. of Sites** and **Estimated Loss** fields, click the **Update Costs** button.

Your organization may have specific guidelines or rules regarding this information.

Figure 17 Public Assistance Damages Fields

3.1.2.3   WHAT EVACUATION INFORMATION CAN YOU PROVIDE

Key in the known **No. of People Evacuated** and the **Number of People in Shelters**, as shown in Figure 18. Also key any available information about evacuation into the **Comments** field. If more space is required, click the **Update** button to open an **Expanded Text Window**.

> 🗁 When you click the **Update** button a new window opens in which you can key additional information.

Figure 18 Evacuation Information Fields

3.1.2.4   WHAT ADDITIONAL INFORMATION CAN YOU PROVIDE

Key in any **Comments** that will provide additional information, as shown in Figure 19. If more space is required, click the **Update** button to open an **Expanded Text Window**.

Figure 19 Additional Information Comments Field

4 Completing a Jurisdiction Situation Report

The other tabs in the Jurisdiction Situation Report are covered in the Module: Common Functions: Notification, Attachments, Distribution & Sharing and Related Reports.

When you have completed the Jurisdiction SitRep Report with the information you have available, click the [Submit] button in the upper right to save the report. The report is then available in *View* mode. You can click the [Close] button to return to the report summary screen.

> 🗁 Deleted reports are removed from active lists but are maintained in history.

You will see the [Update] [Delete] [Print] [Close] buttons in the upper right of the Jurisdiction Situation Report in *View* mode depending on your access level and discretion of the System Administrator. Use the **Update** button to add or edit information to the report, the **Delete** button to remove the report from the active view, the **Print** button to print a copy, and the **Close** button to close the report window.

🖳 Review Exercise - Putting it Together

✏️*This exercise allows class participants to login and create a Jurisdiction Situation Report.*

In this Jurisdiction SitRep form exercise you will login and navigate to create a new Jurisdiction SitRep Report.

Remember, all * red label fields are required. To complete the Jurisdiction SitRep form, please follow the steps below:

1. Login to the NC4 Application.

2. Select **Jurisdiction SitRep** from the **Report** navigation drop down menu.

3. Click the **Create** button from the Jurisdiction SitRep summary screen.

4. On the **Jurisdiction Situation Report** form, go to the Jurisdiction field.

    a. Select a **Jurisdiction** from the Jurisdiction drop down menu.

Remember that you can add a Jurisdiction by clicking the <u>Search/Add</u> link located above the Jurisdiction field.

5. Go to the **Overall Status** field on the Jurisdiction Situation Report form located to the right of the Jurisdiction field.

    a. Select the Overall Status from the Status drop down menu.

6. Go to the **City** field located under the Jurisdiction field.

    a. Key a City name into this field.

7. Go to the **County** field located under the Overall Status field.

    3. Select a County from the County drop down menu if this field has not been automatically completed with the correct County by the system.

8. Go to the **State** field located under the City field.

    a. Select a State from the drop down menu if this field has not been automatically completed with the correct State by the system.

9. Go to the **Related Event/Incident/Activity** field across from the State field:

   a. Click the **Select** button to the right of the Related Event/Incident/Activity field to open the Select Relevant Event dialog box.

   b. Click the <u>Name</u> link of the Event/Incident/Activity to be related to this SitRep Report.

10. In the Initial Situation Summary section of the SitRep form, go to the first field, the **Initial Situation Summary** field.

   a. Key in the following description for the **Initial Situation Summary**: "Anticipation of another possible explosion is causing civilian panic and slowing rescue efforts".

Remember that you can also use the copy and paste method here

11. In the Initial Situation Summary section of the SitRep form, go to the **Current Objectives** field.

   a. Key the following objective into the **Current Objectives** field: "Clear affected area."

Remember that you can also use the copy and paste method here. Click the **Update** button if you require more space.

12. Go to the **Projected Objectives** field.

   a. Key the following objective into the **Projected Objectives** field: "Conduct building by building search to make certain all persons in affected area have reached safety."

Remember that you can also use the copy and paste method here. Click the **Update** button if you require more space.

13. Go to the **Concerns/Problems** field.

   a. Key the following concern into the **Concerns/Problems** field: "Additional emergency rescue personnel may have to be called in from other jurisdictions".

Remember that you can also use the copy and paste method here. Click the **Update** button if you require more space.

14. The next section of the Jurisdiction SitRep form is **What Emergency Declarations Have Been Made.** In this section, you can indicate the request for, and granting of **Local**, **Intermediate**, **Gubernatorial**, and **Presidential** States of Emergency.

    a. Go to the **Local** fields in the State of Emergency section.

        i. Go to the **Date Requested** field and click the <u>Set</u> link to open the system calendar function. Select today's date to enter into the Date Requested field.

        ii. Go to the **Date Granted** field and click the <u>Set</u> link to open the system calendar function. Select today's date to enter into the Date Granted field.

    b. Go to the **Intermediate** fields in the State of Emergency section.

        i. Go to the **Date Requested** field and click the <u>Set</u> link to open the system calendar function. Select today's date to enter into the Date Requested field.

        ii. Go to the **Date Granted** field and click the <u>Set</u> link to open the system calendar function. Select today's date to enter into the Date Granted field.

    c. Go to the **Gubernatorial** fields in the State of Emergency section.

        i. Go to the **Date Requested** field and click the <u>Set</u> link to open the system calendar function. Select today's date to enter into the Date Requested field.

15. Go to the **Intermediate Level** field in the State of Emergency section.

    a. Key "County" into the **Intermediate Level** field to indicate that the County is the Intermediate Level jurisdiction as determined by your local SOPs.

16. Go to the next section of the Jurisdiction SitRep form, **What Information Can You Provide Regarding Number of Casualties.** In this section you can record Estimated and Confirmed Fatalities and Injuries.

    a. Key "400" into the **Estimated Fatalities** field.

    b. Leave the **Confirmed Fatalities** field blank.

    c. Key "First Responders have not yet been able to reach affected area." into the **Comments** field.

    d. Key "750" into the **Estimated Injuries** field.

    e. Key "38' into the **Confirmed Injuries** field.

    f. Key "A small number of victims are slowly exiting the area." into the **Comments** field.

17. Click the **Additional Info** tab.

18. Go to the **Provide Damage Information** section of the Jurisdiction SitRep form. The first part of that section provides an area to record damage information to buildings.

    a. Key in the number of **Residences**, **Businesses**, and **Government** facilities that have been **Destroyed**, sustained **Major** or **Minor** damages, or that were **Affected**.

    b. Key in the **Estimated Cost** and the **Estimated % Insured** for each of the categories: Residence, Business, and Government facilities.

19. Go to the FEMA Public Assistance (PA) Damages categories in the **Provide Damage Information** section of the Jurisdiction SitRep form.

   a. Key in the **Number of Sites** and the **Estimated Loss** for each of the FEMA categories.

      i. CAT A: Debris Removal and Disposal

      ii. CAT B: Emergency Protective Measures

      iii. CAT C: Road and Bridge Systems (non-federal)

      iv. CAT D: Water Control Facilities (levees, dams, & channels)

      v. CAT E: Public Buildings and Equipment

      vi. CAT F: Public Utilities (water and power, etc.)

      vii. CAT G: Park/Recreational/other

   b. Note that the system totals the appropriate amounts.

20. Go to the next section of the Jurisdiction SitRep form, **What Evacuation Information Can You Provide**.

   a. Key in the **Number of People Evacuated**.

   b. Key in the **Number of People in Shelters**.

   c. Key "Additional people expected to arrive in shelters after rescue from damaged area." into the **Comments** section.

21. Go to the **What Additional Information Can You Provide** section of the Jurisdiction SitRep form.

   a. Key "Immediate County and State assistance has been requested." into the **Comments** field.

22. Click the **Submit** button to enter the Jurisdiction SitRep Report into the system.

Well done! Remember to log out of the application using the Log out button.