



Welcome to NC4 Training

**Module: Agency Situation Report
(Agency SitRep)**

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1 Module: Agency Situation Report

The Agency Situation Report (Agency SitRep) form is designed to keep track of the overall capabilities of an agency during an event. The report provides an overview of an event's impact on an organization's operational readiness. Your agency or organization may have specific guidelines to follow or specific reporting requirements for this form. The information in the Agency SitRep may be required for or be applicable to FEMA disaster reimbursements.

The Agency SitRep is used extensively by most agencies and contains many of the common functions used throughout the system. By focusing on this report, you will gain a better understanding not only of the Agency SitRep report and the information it can contain, but also of the general functionality of reports as a whole.

The Agency SitRep is very similar to the Jurisdiction Situation Report form but focuses on information related to the area impacted by the incident within the agency.





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.

Learning Objectives

After completing this module, you will be able to:

- Create and update an Agency Situation Report.
- Explain key report elements.
- Use common functions.

ICON KEY

-  Valuable information
-  Test your knowledge
-  Keyboard exercise
-  Review



2 General Overview of Agency Situation Reports

This section of the module provides an overview of the Agency 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 Agency Situation Reports

Existing Agency Situation Reports are presented to you sorted by readiness when you select **Agency SitRep** from the **Report** navigation drop down menu, as shown in Figure 1.

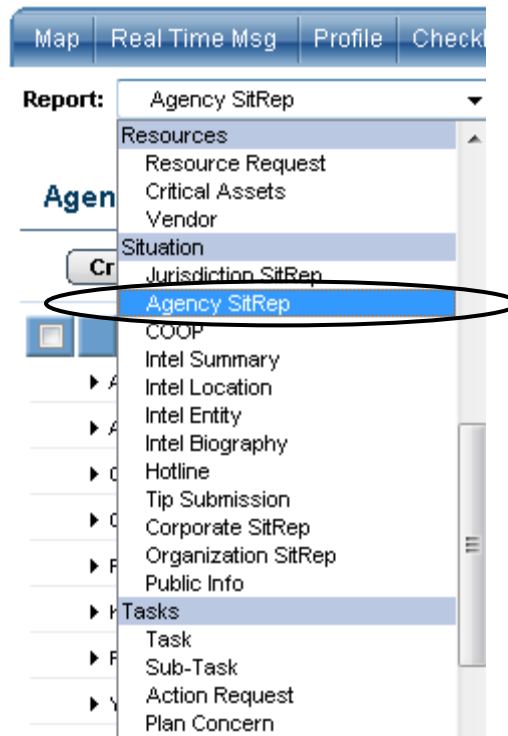


Figure 1 Selecting Agency SitRep

The **Agency SitRep** summary screen shows all **Agency SitReps** by jurisdiction **Readiness** alphabetically, as shown in Figure 2.

Report: Agency SitRep View by: Readiness

Agency by Readiness [Expand All](#) [Collapse All](#)


Create Delete Print Auto Refresh Off On This screen last updated (00:00:13:55)

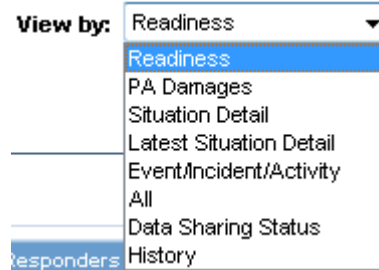
Status	Agency	Activated	Responders	Admin	Facil.	Comm.	Consum	Veh/Equip	Last Update
	Androscoggin Unified EMA								
	Aroostook County EMA								
	City of Orlando								

Figure 2 Agency SitRep Summary Screen



2.1.1 Sorting Agency SitReps

The **Agency SitRep** summary screen can be sorted by **Status**, **Agency**, and **Last Update** with an  in the column headings or, by selecting sort order in the **View by** drop down menu as shown in Figure 3.




Click the arrows () in column headings to sort the list in ascending or descending order.

Figure 3 Agency SitRep View by Drop Down Menu


The headings in the summary screen are:

- Status - The Agency's state of operational readiness
- Agency - The name of the Agency
- Activated - Refers to whether the Agency's Operations Center is Activated
- Responders - The percentage of available Responders
- Admin - The percentage of available Administrative staff
- Facil. - The percentage of available Facilities
- Comm. - The percentage of available Communications
- Consum - The percentage of available Consumables
- Veh/Equip - The percentage of available Vehicle/Equipment resources
- Last Update - The time and date of the last update to the report

Clicking the links in the **View by** drop down menu (shown in Figure 3) sorts the Agency Situation Reports by the following categories:

- Readiness
- PA Damages
- Situation Detail
- Latest Situation Detail
- Event/Incident/Activity
- All
- Data Sharing Status
- History

2.1.2 Viewing an Agency SitRep

Expand a jurisdiction in the **Agency by Readiness** summary screen by clicking the  icon as shown in Figure 4.

To View the status details associated with a given agency, click the **Status Name** link below the agency name to open the **Agency SitRep**.

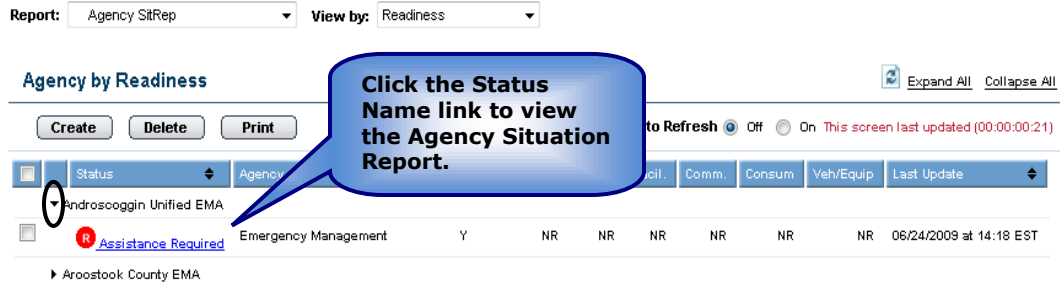


Figure 4 Agency SitRep Status Link

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

Agency Situation Report

Help
Update
Delete
Print
Close

*Red Label: indicates a required field.

Basic Info
Additional Info
Notification
Attachments
Distribution & Sharing

WHAT IS THE OVERALL SITUATION

<p>*Agency Emergency Management</p> <p>*Jurisdiction Androscoggin Unified EMA</p> <p>County Maine County</p> <p>Related Event/Incident/Activity E - 2009 Flood</p>	<p>*Operational Readiness Red--Assistance Required</p> <p>City Lewiston</p> <p>State ME</p>
--	--

SITUATION SUMMARY

[Add New Situation Summary](#)

06/24/2009 at 14:17 EST aarnold-State of Maine

Localized flooding continues to be an issue throughout Lewiston. Localized power interruption events are being addressed throughout the City. Stormwater management capacity continues to diminish or be exceeded.

Expand

Current Objectives

Continue to assess existing and developing impacts. Monitor storm water system capacity and prepare for capacity failure. Monitor roadways and closures as necessary. Coordinate with the EOC to provide agency and utility notice of infrastructure loss events.

Projected Objectives

Manage storm water system capacity failures and address evacuation issues should they occur. Monitor roadways and make road closures as necessary. Coordinate with the EOC to provide agency and utility notice of infrastructure loss events.

Concerns Problems

Lack of materials (barricades, signs, signals, etc.) to close a large number of roads concurrently.

WHAT IS YOUR ACTIVATION STATUS

OP Center Activated
Yes
24 Hour

Scroll down to view the entire form.



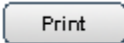
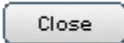
Figure 5 Agency SitRep in View Mode




The **Agency Situation Report** form contains the following:

- What is the Overall Situation
- Initial Situation Summary
- What is Your Activation Status
- What are Your Capabilities? (Additional Info tab)
- Provide Damage Information (Additional Info tab)
- Critical Resource Recap (Additional Info tab)


In addition, the **Agency Situation** Report form contains tabs with the system's common functions: Notification, Attachments, and Distribution & Sharing. These functions are described in detail in Module: Common Functions.

You will see the     buttons in the upper right corner of the Agency 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 Agency Situation Reports

In this section of the module, you will follow a step-by-step walk through of creating an Agency Situation Report. You will become familiar with the details of the Agency 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.



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3.1 Creating Agency Situation Reports

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

- 1 Select **Agency SitRep** from the **Report** navigation drop down menu.
- 2 Click the **Create** button from the **Agency SitRep** summary screen.

An Agency SitRep Report opens in a new window as shown in Figure 6.

 *Red Label indicates a required field.

Figure 6 Agency SitRep in Create Mode



3.2 Basic Info

We will cover each unique section in the **Agency SitRep** form.

3.2.1 What is the Overall Situation

This section contains the fields that describe the situation. Required fields are indicated by a **red asterisk (*)** as shown in Figure 7.

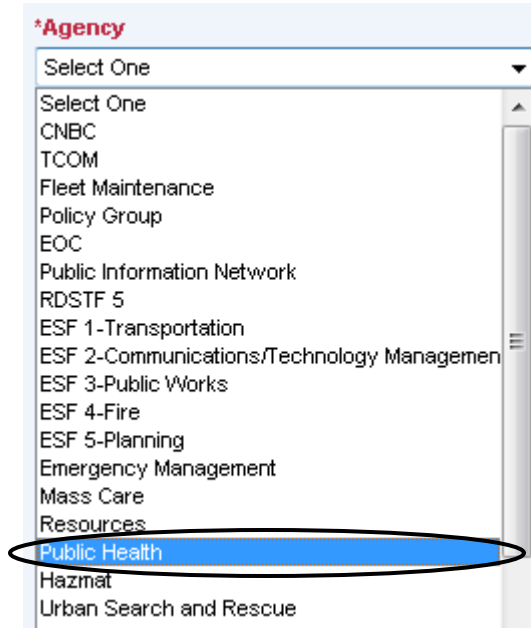
WHAT IS THE OVERALL SITUATION

<p>*Agency</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Select One ▼</div> <p>*Jurisdiction Search/Add</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Select One ▼</div> <p>County</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Florida County ▼</div> <p>Related Event/Incident/Activity</p> <div style="border: 1px solid #ccc; padding: 2px; width: 150px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between; width: 100%;"> Select Clear </div>	<p>*Operational Readiness</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Select One ▼</div> <p>City</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Orlando</div> <p>State</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">FL ▼</div>
---	--

Figure 7 What is the Overall Situation Fields

3.2.1.1 AGENCY

Select the **Agency** for which the report is being created from the **Agency** drop down menu, as shown in Figure 8.



 Your System Administrator maintains agency lists.

Figure 8 Agency Drop Down Menu

3.2.1.2 OPERATIONAL READINESS

Select a status code from the **Operational Readiness** drop down menu, as shown in Figure 9.

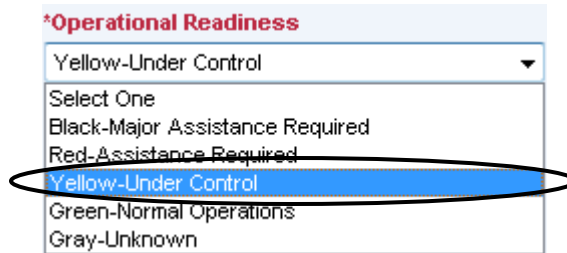


Figure 9 Operational Readiness Drop Down Menu

3.2.1.3 JURISDICTION

Select the Jurisdiction in which the agency resides from the **Jurisdiction** drop down menu, as shown in Figure 10. Alternately, you can click the [Search/Add](#) link to open the **Select Jurisdiction** window. 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.

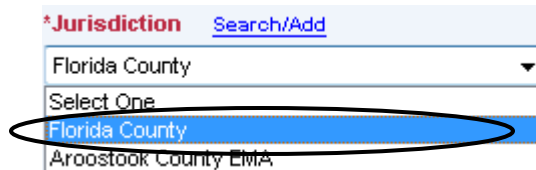


Figure 10 Jurisdiction Drop Down Menu

3.2.1.4 CITY

The **City** field may be automatically populated with the appropriate city by the system as shown in Figure 11. If the **City** field was not populated or to change the city provided, key in the name of the city or municipality desired.

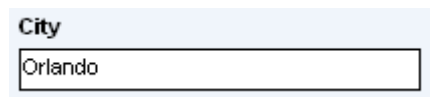


Figure 11 City Field

3.2.1.5 COUNTY AND STATE

The **County** and **State** fields may be automatically populated with appropriate county and state by the system as shown in Figure 12. To make a different selection, use the drop down menus for each.

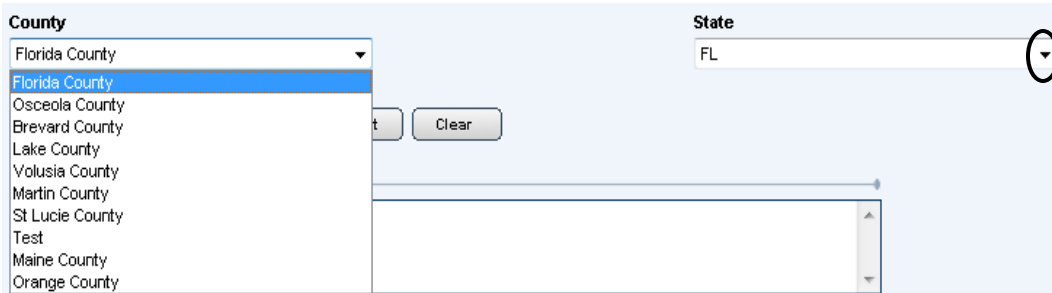


Figure 12 County and State Fields

3.2.1.6 RELATED EVENT/INCIDENT/ACTIVITY

To associate the agency with a **Related Event/Incident/Activity** for which it was mobilized, click the **Select** button to open the **Select Relevant Event Options** window. Make a selection from the available list by clicking the **Event/Incident/Activity Name** link, as shown in Figure 13.

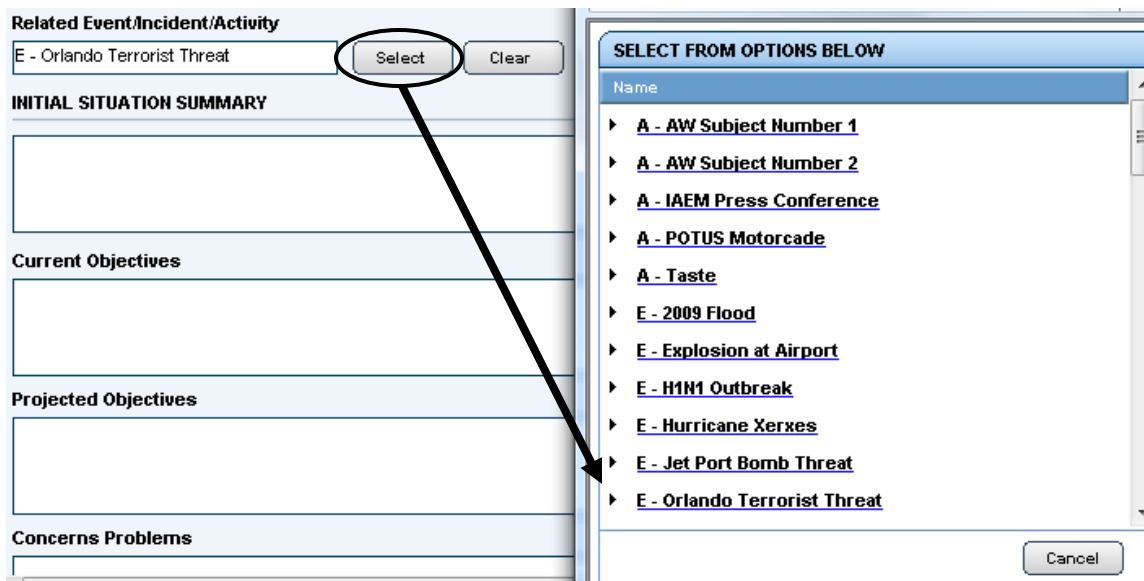


Figure 13 Select Relevant Event/Incident/Activity Options Window

3.2.2 Initial Situation Summary

Key a description of the current activity and status of your agency in the **Initial Situation Summary** field, as shown in Figure 14.

INITIAL SITUATION SUMMARY

09/09/2009 at 08:04 EST Director-EOC ESF

Chemical agents discovered in suspicious package. Investigation underway.

Figure 14 Initial Situation Summary Field

Similarly, you can key in specifics in the **Current Objectives**, **Projected Objectives**, and **Concerns Problems** fields as shown in Figure 15.

Current Objectives

09/09/2009 at 08:04 EST Director-EOC ESF

Investigation of agents used underway. Public being moved from site.

Projected Objectives

09/09/2009 at 08:04 EST Director-EOC ESF

Investigation of placement of package and persons involved.

Concerns Problems

The public still may still be in danger as public is still being moved from area.

Figure 15 Current Objectives, Projected Objectives, Concerns Problems Fields

3.2.3 What is Your Activation Status

In the **What is Your Activation Status** fields, indicate whether your agency's operations center is functioning and if it is on a 24-hour or 12-hour cycle by clicking the appropriate radio buttons, as shown in Figure 16.



WHAT IS YOUR ACTIVATION STATUS

OP Center Activated

Yes No

12 Hour 24 Hour None

Figure 16 What is Your Activation Status Fields

3.3 Additional Info

The **Additional Info** tab contains information about the operational readiness and damage information related to a specific agency as shown in Figure 17.

[Help](#)

Agency Situation Report

*Red Label: indicates a required field.

Basic Info	Additional Info	Notification	Attachments	Distribution & Sharing
------------	-----------------	--------------	-------------	------------------------

WHAT ARE YOUR CAPABILITIES?

Availability: Refers to the percentage of resources on hand
 Mission Capability: Red = Not Mission Capable, Yellow = Partially Mission Capable, Green = Mission Capable

Responders	Availability <input type="radio"/> Unknown <input type="radio"/> 0% <input type="radio"/> 25% <input type="radio"/> 50% <input type="radio"/> 75% <input type="radio"/> 100% Mission Capability <input type="radio"/> Unknown <input type="radio"/> Red <input type="radio"/> Yellow <input type="radio"/> Green
Admin Staff	Availability <input type="radio"/> Unknown <input type="radio"/> 0% <input type="radio"/> 25% <input type="radio"/> 50% <input type="radio"/> 75% <input type="radio"/> 100% Mission Capability <input type="radio"/> Unknown <input type="radio"/> Red <input type="radio"/> Yellow <input type="radio"/> Green
Facilities	Availability <input type="radio"/> Unknown <input type="radio"/> 0% <input type="radio"/> 25% <input type="radio"/> 50% <input type="radio"/> 75% <input type="radio"/> 100% Mission Capability <input type="radio"/> Unknown <input type="radio"/> Red <input type="radio"/> Yellow <input type="radio"/> Green
Communications	Availability <input type="radio"/> Unknown <input type="radio"/> 0% <input type="radio"/> 25% <input type="radio"/> 50% <input type="radio"/> 75% <input type="radio"/> 100% Mission Capability <input type="radio"/> Unknown <input type="radio"/> Red <input type="radio"/> Yellow <input type="radio"/> Green
Consumables	Availability <input type="radio"/> Unknown <input type="radio"/> 0% <input type="radio"/> 25% <input type="radio"/> 50% <input type="radio"/> 75% <input type="radio"/> 100% Mission Capability <input type="radio"/> Unknown <input type="radio"/> Red <input type="radio"/> Yellow <input type="radio"/> Green
Vehicles/Equipment	Availability <input type="radio"/> Unknown <input type="radio"/> 0% <input type="radio"/> 25% <input type="radio"/> 50% <input type="radio"/> 75% <input type="radio"/> 100% Mission Capability <input type="radio"/> Unknown <input type="radio"/> Red <input type="radio"/> Yellow <input type="radio"/> Green

PROVIDE DAMAGE INFORMATION

PUBLIC ASSISTANCE (PA) DAMAGES
(NOTE: CATEGORIES A & B - EXCLUDE NORMAL OPERATING COSTS)

	No. of Sites	Estimated Loss
CAT A: Debris Removal and Disposal	0 <input style="width: 50px;" type="text"/>	0.0 <input style="width: 50px;" type="text"/>
CAT B: Emergency Protective Measures	0 <input style="width: 50px;" type="text"/>	0.0 <input style="width: 50px;" type="text"/>
CAT C: Road and Bridge Systems (non-federal)	0 <input style="width: 50px;" type="text"/>	0.0 <input style="width: 50px;" type="text"/>
CAT D: Water Control Facilities (levees, dams, & channels)	0 <input style="width: 50px;" type="text"/>	0.0 <input style="width: 50px;" type="text"/>
CAT E: Public Buildings and Equipment	0 <input style="width: 50px;" type="text"/>	0.0 <input style="width: 50px;" type="text"/>
CAT F: Public Utilities (water and power, etc.)	0 <input style="width: 50px;" type="text"/>	0.0 <input style="width: 50px;" type="text"/>
CAT G: Park/Recreational/other	0 <input style="width: 50px;" type="text"/>	0.0 <input style="width: 50px;" type="text"/>
Totals	0 <input style="width: 50px;" type="text"/>	\$0.00 <input style="width: 50px;" type="text"/>

CRITICAL RESOURCE RECAP

Type	No. Deployed	No. Available
<input style="width: 80px;" type="text"/>	0 <input style="width: 50px;" type="text"/>	0 <input style="width: 50px;" type="text"/>
<input style="width: 80px;" type="text"/>	0 <input style="width: 50px;" type="text"/>	0 <input style="width: 50px;" type="text"/>
<input style="width: 80px;" type="text"/>	0 <input style="width: 50px;" type="text"/>	0 <input style="width: 50px;" type="text"/>
<input style="width: 80px;" type="text"/>	0 <input style="width: 50px;" type="text"/>	0 <input style="width: 50px;" type="text"/>

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Figure 17 Additional Info Tab



3.3.1 What Are Your Capabilities?

In the **What are Your Capabilities** fields, indicate the percentage of resources your agency can bring to bear on the situation by clicking on the appropriate radio buttons, as shown in Figure 18.

Agency Situation Report Help

Submit Cancel

*Red Label: indicates a required field.

Basic Info Additional Info Notification Attachments Distribution & Sharing

WHAT ARE YOUR CAPABILITIES?

Availability: Refers to the percentage of resources on hand
 Mission Capability: Red = Not Mission Capable, Yellow = Partially Mission Capable, Green = Mission Capable

Responders	Availability <input checked="" type="radio"/> Unknown <input type="radio"/> 0% <input type="radio"/> 25% <input type="radio"/> 50% <input type="radio"/> 75% <input type="radio"/> 100%
	Mission Capability <input type="radio"/> Unknown <input type="radio"/> Red <input type="radio"/> Yellow <input checked="" type="radio"/> Green
Admin Staff	Availability <input checked="" type="radio"/> Unknown <input type="radio"/> 0% <input type="radio"/> 25% <input type="radio"/> 50% <input type="radio"/> 75% <input type="radio"/> 100%
	Mission Capability <input checked="" type="radio"/> Unknown <input type="radio"/> Red <input type="radio"/> Yellow <input type="radio"/> Green
Facilities	Availability <input type="radio"/> Unknown <input checked="" type="radio"/> 0% <input type="radio"/> 25% <input type="radio"/> 50% <input type="radio"/> 75% <input type="radio"/> 100%
	Mission Capability <input type="radio"/> Unknown <input type="radio"/> Red <input checked="" type="radio"/> Yellow <input type="radio"/> Green
Communications	Availability <input checked="" type="radio"/> Unknown <input type="radio"/> 0% <input type="radio"/> 25% <input type="radio"/> 50% <input type="radio"/> 75% <input type="radio"/> 100%
	Mission Capability <input type="radio"/> Unknown <input type="radio"/> Red <input type="radio"/> Yellow <input checked="" type="radio"/> Green
Consumables	Availability <input checked="" type="radio"/> Unknown <input type="radio"/> 0% <input type="radio"/> 25% <input type="radio"/> 50% <input type="radio"/> 75% <input type="radio"/> 100%
	Mission Capability <input type="radio"/> Unknown <input type="radio"/> Red <input checked="" type="radio"/> Yellow <input type="radio"/> Green
Vehicles/Equipment	Availability <input checked="" type="radio"/> Unknown <input type="radio"/> 0% <input type="radio"/> 25% <input type="radio"/> 50% <input type="radio"/> 75% <input type="radio"/> 100%
	Mission Capability <input type="radio"/> Unknown <input type="radio"/> Red <input checked="" type="radio"/> Yellow <input type="radio"/> Green

Figure 18 What Are Your Capabilities Fields?

When indicating **Availability**, select the percentage of resources actually on hand for deployment. When indicating **Mission Capability**, use the following key:

Red – Not Mission Capable

Yellow – Partially Mission Capable

Green – Mission Capable



3.3.2 Provide Damage Information

In the **Provide Damage Information** fields, you can key in an assessment of any damages relating to 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 19. Your organization may have specific guidelines or rules regarding this information.

PROVIDE DAMAGE INFORMATION		
PUBLIC ASSISTANCE (PA) DAMAGES (NOTE: CATEGORIES A & B - EXCLUDE NORMAL OPERATING COSTS)		
	No. of Sites	Estimated Loss
CAT A: Debris Removal and Disposal	2	150000
CAT B: Emergency Protective Measures	5	650000
CAT C: Road and Bridge Systems (non-federal)	0	0.0
CAT D: Water Control Facilities (levees, dams, & channels)	0	0.0
CAT E: Public Buildings and Equipment	0	0.0
CAT F: Public Utilities (water and power, etc.)	0	0.0
CAT G: Park/Recreational/other	0	0.0
Totals	7	\$800000.00

Figure 19 Public Assistance Damages Fields

The application will total the numeric values in the **Totals** columns as they are being entered.



3.3.3 Critical Resources Recap

In the **Critical Resources Recap** fields, key in the **Type of Resource**, **No. Deployed** and the **No. Available**, as shown in Figure 20.


CRITICAL RESOURCE RECAP		
Type	No. Deployed	No. Available
Decon units	5	7
	0	0
	0	0
	0	0
	0	0





Figure 20 Critical Resource Recap Fields

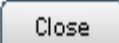
This may include specialized equipment or responders for which the agency is solely responsible.

4 Completing an Agency Situation Report

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

When you have completed the Agency SitRep with the information you have available, click the  button in the upper right to save the report. The report is then available in *View/Update* mode.


You will see the     buttons in the upper right corner of the Agency 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.

You can click the  button to return to the report summary screen.

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

Review Exercise 1 - Putting it Together

□ This exercise allows class participants to login and create an Agency Situation Report.

 In this Agency SitRep form exercise you will login to the system and navigate to create a new Agency Situation Report.

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

1. **Login** to the NC4 Application.
2. Select **Agency SitRep** from the **Report** navigation drop down menu.
3. Click the **Create** button from the Agency SitRep summary screen.
4. On the new Agency Situation Report form, go to the **Agency** field:
 - a. Select an **Agency** from the Agency drop down menu.
5. Go to the **Operational Readiness** field located to the right of the Agency field:
 - a. Select an appropriate level of **Operational Readiness** from the drop down menu.
6. Go to the **Jurisdiction** field located under the Agency field:
 - a. Select a jurisdiction from the **Jurisdiction** drop down menu.

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

7. Go to the **City** field located under the Operational Readiness field:
 - a. Key in a **city** name if this field has not been automatically completed with the correct City by the system.
8. Go to the **County** field located under the Jurisdiction field:
 - a. Select a **county** from the county drop down menu if this field has not been automatically completed with the correct County by the system.



9. Go to the **State** field located to the right of the County 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.
10. On the Agency SitRep form go to the **Related Event/ Incident/Activity** field:
 - a. Click the **Select** button to the right of the Related Event/ Incident/Activity field to open the Select Relevant Event window.
 - b. Click the Name link of the Event/Incident/Activity to be related to this SitRep Report.
11. On the Agency SitRep form go to the **Initial Situation Summary** field:
 - a. Key in the following description of the current activity and status: "Called all resources, waiting for all to respond."

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

12. In the **Initial Situation Summary** section of the SitRep form go to the **Current Objectives** field:
 - a. Key in the following description of the **Current Objectives**: "Determine availability of all resources."

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

13. In the **Initial Situation Summary** section of the SitRep form go to the **Projected Objectives** field:
 - a. Key in the following description of the **Projected Objectives**: "Have 100% availability of resources."

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

14. In the **Initial Situation Summary** section of the SitRep form go to the **Concerns Problems** field:
 - a. Key in the following description of the **Concerns Problems**: "This is a prime vacation period as well as flu season."

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



15. On the Agency SitRep form go to the **What is Your Activation Status** section:
 - a. Click the **Yes** radio button to indicate that your OP Center is Activated.
 - b. Click the radio button before **24 Hour** to indicate that the OP Center is Activated on a 24-hour basis.
16. Click the **Additional Info Tab** on the Agency SitRep form.
17. The first section is **What Are Your Capabilities?**. In this section you can indicate the agency's availability and mission capabilities:
 - a. Click the appropriate radio buttons to indicate the availability and mission capability of your **Responders**.
 - b. Click the appropriate radio buttons to indicate the availability and mission capability of your **Admin Staff**.
 - c. Click the appropriate radio buttons to indicate the availability and mission capability of your **Facilities**.
 - d. Click the appropriate radio buttons to indicate the availability and mission capability of your **Communications**.
 - e. Click the appropriate radio buttons to indicate the availability and mission capability of your **Consumables**.
 - f. Click the appropriate radio buttons to indicate the availability and mission capability of your **Vehicles/Equipment**.

Remember the Mission Capability key: Red - Not Mission Capable; Yellow - Partially Mission Capable; Green - Mission Capable.

18. Go to the **Provide Damages Information** section that is based on FEMA Public Assistance categories:
 - a. Key in the number of sites and the estimated monetary loss for **Debris Removal and Disposal**.
 - b. Key in the number of sites and the estimated monetary loss for **Emergency Protective Measures**.
 - c. Key in the number of sites and the estimated monetary loss for non-federal **Road and Bridge Systems**.



- d. Key in the number of sites and the estimated monetary loss for **Water Control Facilities**.
 - e. Key in the number of sites and the estimated monetary loss for **Public Buildings and Equipment**.
 - f. Key in the number of sites and the estimated monetary loss for **Public Utilities**.
 - g. Key in the number of sites and the estimated monetary loss for **Park/Recreational/other**.
19. Go to the next section in the Additional Info tab, **Critical Resources Recap**:
- a. Key in a summary of the agency's most important resources indicating **Type, No. Deployed, and No. Available**.
20. Click the **Submit** button to enter the Agency SitRep report into the system.

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

