

## SITREP Instructions

The Situation Report (SITREP) template is a form of status reporting that provides decision-makers and readers a quick understanding of the current situation. It provides a clear, concise understanding of the situation—focusing on *meaning* or *context*, in addition to the facts. It does not assume the reader can infer what is important or not, and what actions or decisions are needed. It calls out what is needed. Below are descriptions and guidance to complete the form. It can also be provided verbally in a 30 second to 5-minute duration. For SITREP best practices, watch this short video.

**Location** (not address)

**Contact details** (phone, fax, email)

**Sitrep no.** (version no.)

**Date of issue**

**Time period covered by the SITREP**(optional if not issue daily or similar)

### 1.0 Situation to date (what has happened)

- A brief summary of “start-up details” – date, place, time, who
- Summary of overall situation to date
- Ensure old information is deleted, and do not just add new/additional info

### 2.0 Actions to date (what has been done)

- Brief reporting of actions completed to date
- Table format may be used for repeat actions and/or progressive totals, or similar is given, e.g., destructions statistics, no’s of properties visited

### 3.0 Actions to be completed (what will be done)

- Brief reporting of scheduled/planned actions – typically for the period covered by the SITREP
- As above, a table may be used for repeat actions
- Where the operation expects to be by the next SITREP

### 4.0 Issue(s)

- Present a brief description of the issue(s) that are known/reasonably expected to arise before the next SITREP is issued, e.g., a shortage of a given resource, a significant OH&S issue
- Acknowledge of significant achievements, failures, etc. can be given here.

**Prepared by:**  
**Approved by:**  
**Sitrep no.**  
**Date of issue**  
**Time period covered by the Sitrep**

**Location**  
**Contact details**

**1.0 Situation to date:**

**2.0 Actions to date:**

**3.0 Actions to be completed:**

**4.0 Issue(s):**

**5.0 Escalation Actions/Decisions Requested:**