SITUATION REPORT - QUICKSHEET

Submit to EOC or Health DOC via: EMSystems / Email / Fax *or* dictate via Ham Radio / Telephone / Satellite phone

1. Date: Time:	2. Facility Name : _____ **Check Type:** ❑ Hospital ❑ Clinic ❑ SNF ❑ Other (specify):_____	3. Contact Name:	4. Contact Phone:

5. SYSTEM STATUS CHECKLIST (If reporting by ham or phone, use underlined words to keep message brief.)

FACILITY SYSTEM	OPERATIONAL STATUS	COMMENTS
6. Facility operating condition (ability to provide essential care services)	❑ Normal/fully functional ❑ Modified/partially functional no assistance needed (explain) ❑ Limited/partially functional –Some assistance needed (explain) ❑ Impaired-Major assistance needed (explain) ❑ Not functional-Major assistance needed (explain) ❑ Unknown at this time	(If not fully operational/functional, give location, reason, and estimated time/resources for necessary repair. Identify who reported or inspected.)
7. Communications systems status **Check all systems that are functional**	❑ Normal/fully functional ❑ Modified/partially functional no assistance needed (explain) ❑ Limited/partially functional –Some assistance needed (explain) ❑ Impaired-Major assistance needed (explain) ❑ Not functional-Major assistance needed (explain) ❑ Unknown at this time ❑ Email ❑ EMSystems ❑ Landline Telephone ❑ Ham Radio ❑ Fax ❑ Satellite Phone	
9. Utilities status (power, water, sanitation, HVAC, etc.)	❑ Normal/fully functional ❑ Modified/partially functional no assistance needed (explain) ❑ Limited/partially functional –Some assistance needed (explain) ❑ Impaired-Major assistance needed (explain) ❑ Not functional-Major assistance needed (explain) ❑ Unknown at this time	
10. Evacuation status	❑ Not evacuating ❑ Shelter in place implemented ❑ Partial Evacuation anticipated ❑ Partial evacuation in progress ❑ Partial evacuation completed ❑ Total Evacuation anticipated ❑ Total evacuation in progress ❑ Total evacuation completed	

11. Internal disaster plan activated?	❑ No	❑ Yes	
12. Facility Command Center activated?	❑ No	❑ Yes	
13. Emergency generator power in use?	❑ No	❑ Yes	