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| Situation report (SitRep) details |
| **Emergency shelter name** |  | **SitRep #** |  |
| **Date** |  | **Time** |  |
| **Prepared by** |  | **Contact number** |  |
| **Situation update** |
| **Incident type** | [ ]  Cyclone | [ ]  Flood | [ ]  Bushfire | [ ]  Other: |
| **Shelter status** | [ ]  Standby  | [ ]  Open | [ ]  Closed |  |
| **School status** | [ ]  Open  | [ ]  Closed | [ ]  Not applicable | Anticipated reopening date: |  |
| **Number of staff rostered on duty** | Shelter Managers: | Deputy shelter managers: | Shelter crew: | Volunteers: |
| **Maximum occupancy** |  | **Current occupancy** |  |
| **New arrivals since the last report** |  | **Departures since the last report** |  |
| **Details of the current situation** | <Outline the current situation> |
| **Next steps required** |  |
| **Current weather conditions** | <Outline the current weather conditions> |
| **Needs assessment** |
| **Urgent resource requests** | **<**Outline any urgent needs, including supplies running low and equipment or personnel needed> |
| **Pending requests** | <Outline any requests made since the last report and the status of pending requests> |
| **Challenges and issues** |
| **Power status** |  |
| **Condition of shelter infrastructure** | <Outline any damage to the facility, including access to clean water, sanitation and hygiene> |
| **Security and safety concerns** | <Identify if there are any security breaches, violence or altercations, and any other notable incidents> |
| **Community sentiment**  |
| **General sentiment** | [ ]  ​ Calm | ​ [ ]  ​ Relieved | [ ]  ​ Hopeful |
| [ ]  ​ Cooperative | ​ [ ]  ​ Uncooperative | ​[ ]  ​ Anxious |
| ​[ ]  ​ Scared  | ​ [ ]  ​ Uncertain | ​[ ]  ​ Angry |
| [ ]  ​ Tense | ​ [ ]  ​ Frustrated | [ ]  ​ Concerned |
| ​[ ] ​ Other:  |
| **Community sentiment and concerns** | <List any concerns, feedback, and the overall sentiment expressed by shelter occupants> |