|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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> | | | | | | |