

ANNEX E: REPORTS & INTELLIGENCE

1. Each governmental agency/department reporting to the Emergency Operations Center (EOC) or Communications Center or other locations designated at the time of the disasters, will provide information as to its:
 - a. Capabilities
 - b. Limitations
 - c. Assessment of the situation to include estimated damage and impact (both to the jurisdiction and their resources.) Assessment includes:
 1. Extent of damage to jurisdiction
 2. Extent of damage to resources
 3. Ability to cope with disaster
 4. Additional support needed

2. The Emergency Council through the Emergency Management Coordinator:
 - a. Coordinates the reporting of intelligence information by the various departments/agencies within the county.
 - b. Coordinates the completion of Operational Reports and the communication (by telephone/radio/teletype/fax) of these reports to the State EOC/State Area EOC or adjacent counties. (See Attachment 1 of the Disaster Situation Report Sample Format/Instructions.
 - c. Obtains data from outside resources such as:
 1. Insurance companies (local coverage)
 2. Utility companies (damage and effects on jurisdiction)
 3. Private business (damage and effects on jurisdiction)
 4. County Emergency Board (agri-damage)

3. The data (intelligence information) obtains from agencies/ departments and outside resources should be communicated to the State EOC/Area EOC in accordance with the procedures outlined in CHECKLIST FOR EMERGENCY MANAGEMENT COORDINATORS/COUNTY COMMISSIONERS/MAYORS FOR OBTAINING STATE/FEDERAL ASSISTANCE IN THE EVENT OF AN EMERGENCY/DISASTER.

DISASTER SITUATION REPORT (DISSIT/REPORT)

During any emergency or disaster it is essential that reports be made to the Wyoming Emergency Management Agency (WEMA) as the situation develops. The initial situation report (SITREP) serves to alert the state that an event has occurred that may be beyond the capability of local government response. State and federal agencies need these reports to provide timely and effective assistance to a local area.

The following guidelines provide a standardized report format to be used for all situation reports throughout Wyoming.

- A. When To Issue – Immediately after the emergency or disaster has occurred or has become apparently imminent and at least daily thereafter. Reports should be sent more often if significant changes in the situation take place or have the probability of taking place.
- B. Whom To Contact – Wyoming Emergency Management Agency
- C. Method of Communication – FAX – 635-6017 or Telephone – 777-7566 regular office hours (8:00 a.m. to 5:00 p.m. Monday through Friday) . After hours contact the Wyoming Highway Patrol Dispatcher 777-4321 and the dispatcher will contact the WEMA Duty Officer.
- D. Information To Transmit – See format on the following two pages.

Information, given in one situation report, need not be repeated in subsequent situation reports. Use “no change” unless additional information is available. Use “N/A” if the topic does not apply.

**OPERATIONAL
INSTRUCTIONS AND
REPORT SAMPLE FORMATS**

The EOC will submit Operational Situation Reports to the State in the general format described here. Generally these are one-time reports; submitted only when factual information becomes known. The EOC may be asked to provide additional information on an as needed basis, as the State government determines the need for additional information in the course of the emergency.

The reports we will be dealing with are:

1. DISSIT / REPORT :DISASTER SITUATION REPORT
 - a. This is a basic type of report that can be a useful tool as it is not restricted to only one kind of a situation. It is generally less detailed than subsequent situation reports.
 - b. It can apply to many areas, i.e., earthquake, tornado, fire, flooding, seismic activity, etc.

2. SIT / REPORT :SITUATION REPORT
 - a: Initial assessment if the situation is beyond the capability of the affected local government.

3. DE / REPORT :DAMAGE ESTIMATION REPORT
 - a. Used to provide state/adjacent counties with estimation of damage to key facilities/systems and effects on people.

4. LAR / REPOT :LOCAL ACTION AND RESOURCES REPORT
 - a. Is asking what you have done and what resources have been used.

5. DA / REPORT :DAMAGE REPORT
 - a. Passes the necessary information to help save as many lives as possible and gives the amount of damage to resources.

6. AN / REPORT :ASSISTANCE NEEDED REPORT
 - a. This report will tell your state government of your needs to help offset your emergency.
7. NUDET / REPORT :NUCLEAR DETONATION REPORT
 - a. If a brilliant flash is detected on the horizon or stem or mushroom cloud is observed.
8. RAD / REPORT :RADIATION FALLOUT REPORT
 - a. Monitoring stations are needed to report to local government when fallout intensities read 0.5 R/hr (fallout arrival).
9. MEA / REPORT :MANPOWER EXPOSURE AVERAGE
 - a. Used to report:
 - 1) Report the average does of in-shelter occupants.
 - 2) Report the average dose of emergency workers.
 - 3) Report average dose rate.

DISASTER SITUATION REPORT No. _____
(Description of the Event)

Date: _____

Time: _____

To: Wyoming Emergency Management Agency
5500 Bishop Blvd.
Cheyenne, WY 82009

1. Type of Disaster:
2. Location: Be as specific as you can.
3. Time of Occurrence: When the disaster began, is expected to begin, probable duration.
4. Deaths and Injuries: Number of persons, locations and causes, if known. State/Federal assistance requirements.
5. Health Problems: Presently experienced or imminent; type of problems; location; Federal assistance requirements.
6. Housing: Number destroyed, with major damage, with minor damage, (according to FEMA definitions). Number of permanent structures, mobile homes and rentals affected. Total number of persons affected, number in shelters. Extent of insurance coverage if know. State/Federal assistance requirements.
7. Businesses: Number destroyed, with major damage, minor damage. Types of business affected. State/Federal assistance requirements.
8. Agriculture: Number of buildings and equipment destroyed, major damage, minor damage. Acreage affected, type of crops affected, livestock losses, fence damage, damage to irrigation or drainage facilities, private roads and bridges. Total number of farms affected. State/Federal assistance requirements.
9. Unemployment: Resulting from business or agricultural losses or because of lack of access to either. Include wage earners as well as self-employed persons. State/Federal assistance requirements.
10. Public Facilities: Use FEMA definitions for destroyed, major or minor damage to:

Roads and bridges
Water control facilities
Public buildings
Public utilities

Private non-profit facilities (custodial care, Indian Reservations, education, utilities, emergency, medical, school)

11. Debris: Location and extent of the problem. Type of debris. State/Federal assistance requirements.
12. Other: Note damage to communications systems, airports, railroads and other public transportation facilities, medial facilities and supplies and any other factors which have a bearing on the severity and magnitude of the disaster. List requirements for assistance.
13. Local Actions: Major local emergency actions such as dissemination of warning, activation and use of EOC's, coordinating rescue operations, management of evacuations, arranging for needed emergency supplies, working with mass media to et essential information to the people. Actions by local volunteer groups. Approximate level of location expenditure.
14. Assistance Needed: Requests for assistance should be specific, not just a request stating, "Send all available help." The name and position of person making the request should be included.
15. Outside Help On Scene: Name all state and federal agencies providing assistance within the area. Include Red Cross, Salvation Army, Mennonite Disaster Service, or other national volunteer group activities. Are requests anticipated or have they been made?
16. Summary: Explain the overall impact of the disaster on the sociological and economic environment of the affected area. Reiterate requirements for State/Federal assistance.

SIGNED _____
(Name)

(Title)