

Internal Situation Report (SitRep) Template

Emergency Preparedness, Resilience and Response

SITREP INFORMATION			
Site / Team / Group			
SitRep Number			
Date		Time	
Completed by		Phone number	
Is this a NIL Return?	YES	NO	
EMERGING ISSUES			
Staffing			
Level of absence	Number of staff absent :		
Impact to service	None	Negligible	Medium Significant
Supply Chain – Have any of these been disrupted?			
Pharmaceuticals		Waste Disposal	
Food		Others	
Linen			
Safety			
Utility Issues			
Site Accessibility			
Health & Safety Risks			

Security	
Communications	
Other	
Forward Look: Anticipated challenges, forecasted resumption of normal activity, etc.	
Other Comments:	
Next Anticipated Report:	
Date:	Time
