

Cupertino ARK Situation Status Report Form

1. Message Priority: ROUTINE	2. Message Number:
3. Activation Number:	4. Location: (ARK name)
5. TO:	7. FROM:
6. TO Position:	8. FROM Position:
9. SUBJECT: Status Rollup, (ARK name)	10. Date, Time: (mm/dd/yyyy, hh:mm)

Staff:	11 IC Name: _____	
	12 IC Cell Num: _____	
	13 S&M Name: _____	
	14 S&M Cell Num: _____	
	15 Ops Name: _____	
	16 Ops Cell Num: _____	
	17 Logistics Name: _____	
	18 Logistics Cell Num: _____	

Headcount	19 Time Now: _____	(hh:mm)
Now:	20 CERT: _____	
	21 CARES: _____	
	22 MRC: _____	
	23 SUV: _____	

Headcount	24 Time in 2 hours: _____	(hh+2:mm)
in two hours:	25 CERT: _____	
	26 CARES: _____	
	27 MRC: _____	
	28 SUV: _____	

Roll-Up:	29 Time Now: _____	(hh:mm)
	30 # Injuries: _____	
	31 # People Trapped: _____	
	32 # Structures: _____	
	33 # Fires: _____	
	34 # Flooding: _____	
	35 # Utility: _____	
	36 # Chemical: _____	
	37 # Access: _____	
	38 # Security: _____	
	39 # Missing: _____	

40 Prepared By: Name: _____	Signature: _____
COES 213SS-ARK	(v230827) 41 Date, Time: _____

COES 213SS-ARK Situation Status Report Form Instructions (v230827)

BACKGROUND

The ARK Situation Status Report (SITSTAT) provides decision-makers and readers a quick understanding of the current situation at a specific ARK. The COES 213SS-ARK should be used by the ARK Incident Commander or designate to capture the current state of affairs and immediate plans at an ARK. It is usually transmitted to the EOC at an interval established by the EOC or CCC DOC. At the end of the incident, all ARK reports must be turned in as part of the incident paperwork record.

INSTRUCTIONS

1. Fill in all fields that are known.
2. If there is no information for a requested field, then leave it blank.
3. If the person preparing the form is not the IC, then review the form to be submitted with the IC before handing it off for transmission to the EOC.

3. Activation Number Assigned by the Incident Commander or Emergency Manager.

4. Location The name of the ARK from where this report originates.

5, 6. To, Position To whom this report is to be sent

7, 8. From, Position The originator of this report.

9. Subject Status Rollup. Include the ARK name as part of the Subject.

10. Date/Time Date and time this report was prepared.

11-18. Staff These fields record information on the individuals assigned to these positions: IC Incident Commander), S&M (Status & Mapping), Operations, and Logistics Section. Enter the name and contact information for each position staffed. Leave blank of not staffed.

19-23. Headcount Now Enter the time now (in 24-hour time), and the counts for individuals actually assigned to this ARK for CERT, CARES, MRC, and SUVs.

24-28. Headcount in two hours Enter the time (in 24-hour time) two hours from now, and the required counts for individuals needed to be assigned to this ARK for CERT, CARES, MRC, and SUVs.

29-39. Roll-up Enter the time (in 24-hour time), that this information is valid. If there are no incidents for the item listed, enter a '0' (zero).

40. Prepared By The name and signature of the individual preparing this report. The report is not valid until it is signed.

41. Date, Time This is the date and time that this report was prepared.