

3. RESPONSE ACTIONS PLANNED

Next 48 hours?

Next 7 days?

Priority concerns?

4. DAMAGES

Confirmed?

Unconfirmed?

Projected?

5. Additional resource requirements?

GUIDE TO COMPLETING THE SITUATION REPORT

We are looking for the following types of information. This is not a hard guide, only a suggestion as to what might be relevant in completing your Situation Report. Please include any information that reflects the status of your municipality.

1. LOCAL CONDITIONS

- Do you have any standing water? What is the condition of your drains and culverts? Have any municipal roads been closed or damaged? What is the weather and flood forecast for your area? How will this affect conditions in your municipality?

2. RESPONSE ACTIONS TAKEN

- Have you done any sandbagging? Has your Emergency Operations Centre been opened? How many municipal employees are working to respond to this event? Have you evacuated any residents? If so, where are they presently located? Have you evacuated any livestock?

3. RESPONSE ACTIONS PLANNED

- What actions, such as those outlined in Question #2, are you planning to do in the near future? Please provide an outline of your plans for the next 48 hours, and for the next 7 days.
- What are your priority concerns for the next 48 hours and 7 days? If there is a particular operational problem that you are concerned with, please indicate your concern in this section.

4. DAMAGES

- What kinds of damages have been reported? Can you break them into private, business, or municipal damages? Damages may include basement flooding or road damage.

5. ADDITIONAL RESOURCE REQUIREMENTS

- Do you anticipate the need to request any additional resources to support your operations? If so, what resources might you be requesting? Have you requested resources from any neighbouring communities?