

## 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	