Jurisdiction SitRep
Checklist

> For more detailed information on how to complete the Jurisdiction SitRep, refer to the How To Guide located in the How To tab on the Jurisdiction SitRep or in the Document Library in References

- ☐ 30 Minutes
  Note: DO NOT CREATE AN EVENT – Only the OEM will create an event
  - ☐ Create and submit a Jurisdiction SitRep
    - o Complete Basic Info tab
    - o Identify EOC Status (CEOC SitRep tab)
  - ☐ Notify your DMAC and OEM Duty Officer if you create a Jurisdiction SitRep or activate your EOC

- ☐ 2 hours
  - ☐ Update your Jurisdiction SitRep. **DO NOT CREATE A NEW JURISDICTION SITREP**
  - ☐ Basic Info tab
    - o Make a brief statement as to what you have updated in the Situation Summary area
  - ☐ Additional Info tab
    - o This is the Initial Damage Estimate for your jurisdiction. Provide as much information as you can as to damages in your jurisdiction
  - ☐ CEOC SitRep tab
    - o Provide as much information as possible.

- ☐ Ongoing
  - ☐ Update your Jurisdiction SitRep
    - o Add information or status to the Situation Summary area
    - o Continue to update the IDE as the information changes
    - o AT A MINIMUM of twice a day or as requested

- ☐ Closing/Deactivation
  - ☐ Update your Jurisdiction SitRep when you deactivate your EOC
    - o On the Basic Info tab
      - • Change Overall Status to Blue – Closed(emergency reporting is no longer required)
    - o CEOC SitRep tab
  - ☐ Close the report by showing your EOC has deactivated
  - ☐ Notify your DMAC and OEM Duty Officer when you deactivate your EOC

- ☐ Contact Information
  - ☐ OEM Duty Officer: 213-508-8023 (Pager) or 323-459-3779 (Blackberry) or email: dutyofficer@ceooem.lacounty.gov
  - ☐ DMAC: _____
  - ☐ OARRS Website: https://oarrs.lacounty.gov
  - ☐ OARRS Tech Support: OARRSTechSupport@ceo.lacounty.gov