Current SITREP Process

State Situation Report (SITREP)
Timeline

Event occurs
SOC begins building SITREP based on event
State agencies collect information
DDC information collected
Information is confirmed and formatted
SITREP distributed

Timeline reflects 0700-1900 operational reporting period
May be repeated 1900-0700

Notifcation of event
State begins providing support
Event occurs
State agency report due to SOC, ARC, TSA
DDC reports due to SOC
SITREP distributed to the state
SITREP Publication Process as of 12/13

1. At the city and county level, DDCs and state agencies collect information from their representatives from the field.

2. DDCs and state agencies compile information and submit their reports to the SOC, usually as a WORD document.

3. SOC Daily Operations or the Plans Section Situation Unit (if activated) reviews and confirms all the DDC/state agency reports, then converts them into a standardized SITREP format.

4. The SITREP is published according to schedule and distributed to the SOC.

Limitations of the Current SITREP Process:

1. **TIME:** Limited time to collect, review and compile the twice-daily SITREPs
   **SOLUTION:** One state SITREP distributed at 1200 each day

2. **FORMAT:** Prior to publication, documents are not simplified or standardized
   **SOLUTION:** Develop a standardized SITREP format that can then more easily become the State Report

3. **VERIFICATION:** Often the only reviewer of the initial DDC/State Agency reports is someone in a busy SOC or DDC
   **SOLUTION:** Schedule SMT early activation and train Situation Unit staff to manage reports

4. **SHIFT:** Person in Situation Unit may be unfamiliar with SITREP format or process
   **SOLUTION:** Being familiar with the process, Daily Operations compiles the information for the SITREP
Current SITREP Timeline

Timeline reflects 24-hour operational reporting period

- **Event occurs**
- **Notification of event**
- **SOC begins building SITREP based on event**
- **State agencies collect information**
- **DDCs collect information (1700hr cut off for submission)**
- **Information confirmed/updated, formatted and published**
- **Snapshot report produced at SOC**

**24-hour reporting period**

- **0530**
- **1200**

**Daily 5-hour period**

- **1200**
- **1700**
- **1730**

- **Event occurs**
- **State agency reports due to SOC, ARC, TSA (@1700)**
- **DDC reports due to SOC @ 1700**
- **Final update/review**
- **SITREP distributed to the state**
- **Process starts over**

**SITREP distributed no later than noon (1200) daily.**

All information to be submitted to the SOC via email: soc@dps.texas.gov