



1. **FROM:** This is the person/station actually sending the report.
2. **TO:** This is the intended recipient (person/station)
3. **Current DTG:** The time/date group (Zulu) that the report is completed
4. **Incident Number:** This is the DTG of incident (may be the same as Current DTG)
5. **Expiration:** Date and Time when report can reasonably be expected to be obsolete or no longer useful and should not continue to be circulated.
6. **LOCATION:** Location of affected area the report refers to. Specificity is important; grid coord, mile marker, hwy number, address, city, county, state, etc.
7. **Incident Status:** NEW: Indicates first report. ONGOING: Indicates new developments related to a previously reported incident. Incident number will be the same as first report number, but should end with alpha character for each subsequent report (eg. -A, -B, -C, etc.). RESOLVED: Report that incident or threat is over. Not always necessary, especially when accompanied by a 'Expiration' DTG.
8. **Size and Scope:** Local (town, county, etc). Regional (Multiple counties to multiple states). National (Entire nation or multiple locations across the nation affected).
9. **Overall Hazard:** Summarized assessment of threat level, overall.
10. **Current Weather:** Currently causing or strong potential for dangerous or damaging weather conditions.
12. **Infrastructure:** Availability/servicability of utilities and services, such as electricity, internet, roadways and bridges, hospitals, water & sewer, emergency services, etc.
13. **Political:** Stable, cooperative and functional? Hostile and oppressive? Citizens access to government to address grievances? Rule of Law being followed by members of govt?
14. **Civil:** Cooperative and peaceful? Crime, looting, unrest? Churches and communities working together?
15. **Communications:** Availability of communications (phone, internet, commercial radio & television, ham radio repeaters, emergency services, etc.
16. **Remarks:** This is a narrative box for adding specific details. Be brief and concise. Eliminate unnecessary words, but be thorough with details about facts. Avoid opinions.