

Situation Assessment Outline

This document provides a series of questions to assist in assessing the status of the current situation following an incident or crisis. These questions should be used as a guideline for determining what has happened, the impacts, what is needed, and whom needs to be engaged.

Most simply put, assessing the incident can be described as “knowing what is going on around you”. All too often emotional reactions, shock and chaos can ensue after an incident and for those individuals responsible for an organization it is important to maintain awareness and provide regular status updates to those involved.

Documentation of key actions and decisions is critical in a crisis or disaster. The following questions serve as a tool to ensure awareness is maintained throughout the event. Be sure to keep clear legible notes of your discussions.

1. What do you know about what has happened?
 - What is the source(s) of this information?
 - Is it reliable?
 - Has it been validated?
2. What are the known impacts to personnel, facilities, operations, and/or other?
3. What immediate action has been taken or needs to be taken?
4. What additional information do you need?
 - Where can you source the necessary information?
5. At an organizational level, who needs to be involved in the response?
 - Are they already engaged?
 - Define their role and responsibilities in relation to the incident.
6. What resources are available or may be required?
7. What stakeholders may be impacted?
8. What communication(s) are required?
 - Who is the audience?
 - Who is responsible for communication?
 - How will it be delivered?
9. What is the potential for greater impact?
10. Is there anything else happening in the local area that may impact your organization, people, facilities, and/or operations?

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