

# Ready Rating™

## Situational Assessment Outline and Worksheet

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.

### Assessment Outline

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?



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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?

**Worksheet**

The following questions serve as a tool to ensure situational awareness is maintained throughout the event. If not documenting status updates, at least review the following questions at each briefing.

What do you know about what has happened?

Information	Source	Validated?
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

What additional information do you need?

Desired Information	Source	Assigned To:

What is the impact?

	Current	Potential
Personnel		
Facilities		
Operations		

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Stakeholders		
Vendors/Suppliers		
Other		

What immediate action has been taken or needs to be taken?

The following process can be done quickly if it is well directed/managed and will provide you with quality results.

1. Determine what you will be trying to achieve in the short and medium terms, once life safety issues have been stabilized. Documenting these strategic goals will provide everyone with focus throughout the recovery process.
2. With the strategic goals in mind, what are your objectives for a particular operational period (i.e., the next \_\_\_ hours or days)?
3. Discuss options for achieving your objectives. Get as many ideas on the table as you can.
4. Select the best and most achievable option. At this point you will need to be mindful of any associated constraints or obstacles/
5. Document the actions necessary to carry out the selected course of action.

Task/Activity	Person Responsible	Status
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At an organizational level, who needs to be involved in the response?

Name	Role	Responsibilities	Contacted?
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

What resources do you need?

Personnel	Available?	Facilities	Available?	Technology/Equipment	Available?
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

What communications are required?

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Who is the audience?	What is the message?	Who is responsible for delivery?	Method of communication
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Situational awareness is an ongoing process. As the situation develops, use this form to reevaluate the situation and your response.