SITREP REPORTING SCHEUDLE
Katrina/Rita Response

Situation Reports (SITREP): 1 per operational period (1 per week)

- The Situation Unit receives Daily SITREPs at **1200 hours** from each of the Operational Branches, the Information Officer (includes a report from the Community Involvement Coordinator), the Safety Officer, the Liaison Officer, and the Environmental Unit. These SITREPs are submitted via E-mail to the R6IMT_SituationUnitLeader@epa.gov Lotus Notes E-mail box.
- The Situation Unit provides a hardcopy of the Draft SITREP to the Planning Section and Operation Section Chiefs for review by 1700 on Monday. Once the review is completed, the Situation Unit makes changes to the Draft SITREP and provides a hardcopy to the Incident Commander (or Deputy) for review by 1900 on Monday.
- The Situation Unit provides an electronic copy of the Draft SITREP (after both the PSC/OSC and IC have completed their review) to the Region 6 RRC (Monica Smith or Craig Carroll) for review by 1200 on Tuesday.
- The Region 6 RRC will review the Draft SITREP and provide comments to the Situation Unit Leader. Comments are provided to the Situation Unit Leader via telephone or via e-mail.
- Once all the comments are submitted, the Final SITREP is saved as an **Adobe Acrobat .pdf file** and submitted by the Situation Unit Leader, via the R6IMT_SituationUnitLeader mailbox, to the attached e-mail list. Delivery schedule is listed in the table below.
- HQ OSWER-EOC combines R6 and R4 SitReps and prepares the Administrators Report by COB on the last day.

The Reporting Period and Schedule:

Reporting Period (1 week)	Delivery to R6 RRC	Delivery to Headquarters
1200 Monday to 1200 Monday	1200 Tuesday	COB Tuesday

Current E-mail Distribution List - SITREP (as of March 06):
Lawrence Starfield/R6/USEPA/US@EPA, Sam Coleman/R6/USEPA/US@EPA, Pam Phillips/R6/USEPA/US@EPA, blaise.guzzardo@la.gov, bridget.lions@la.gov, darin.mann@la.gov, harold.leggett@la.gov, holly.herrmann@la.gov, karen.g.price@la.gov, keith.casanova@la.gov, lenny.young@la.gov, mike.mcdaniel@la.gov, wilbert.jordan@la.gov, rodney.mallett@la.gov, tiffany.dickerson@la.gov, jean.kelly@la.gov, roland.guidry@la.gov, charlie.henry@noaa.gov, coastie.monica@gmail.com, Chris Petersen/R6/USEPA/US@EPA, Ragan Broyles/R6/USEPA/US@EPA, Ronnie Crossland/R6/USEPA/US@EPA, Monica Smith/R6/USEPA/US@EPA, John Martin/R6/USEPA/US@EPA, Raji Josiam/R6/USEPA/US@EPA, Dennisses Valdes/LV/USEPA/US@EPA, David Neleigh/R6/USEPA/US@EPA, kmessenger@comdt.uscg.mil.