

## **ESF4 SITUATION REPORTING PROCESS (2019)**

An ESF4 situation report is required to be distributed each morning during ESF4 activations to U.S. Department of Agriculture (USDA), U.S. Forest Service and support agency leadership.

The situation report should be produced on the appropriate ESF4 situation report template (attached) and be no more than one page in length (unless the quantity of resources causes the resource table to go on a second page). This table should show the number and type of resources committed, their mission and location, and both the total number of responders and the number of Forest Service responders. The report should also include a summary of the key response issues affecting the ESF4 primary and support agencies.

The ESF#4 situation report will be developed by the ESF4 day shift at the RRCC(s)/JFO(s) and provided to the Regional/Area ESF4 Primary Agency Representative for review and approval, then forwarded to the NRCC ESF4 desk (if activated) and the WO All Hazard & International Fire Support (AHIFS) Branch before the end of shift each day:

[NRCC ESF4 Desk](#)  
[Gordy Sachs](#) or designated AHIFS staff

ESF4 Situation Reports will be regarded as “For Official Use Only” (FOUO) documents and will not be shared outside the direct reporting chain-of-command until approved by the Regional/Area Primary Agency Representative or designee.

The NRCC ESF4 desk or AHIFS Branch, as appropriate, will review/consolidate the ESF4 situation report(s), add any pertinent national information, and distribute to the USDA OpsCenter and the Forest Service National Fire Desk no later than 0800 each morning (unless another time is specified):

[USDA OpsCenter](#)  
[National Fire Desk](#)

The National Fire Desk staff will review/edit the ESF4 situation report, convert it to pdf format, and distribute the report to an established list of Forest Service and support agency leadership as an email attachment. Key information (minus the resources committed by state table, could be more than one) from the report will also be cut and pasted into the body of the e-mail for those with mobile e-mail devices.

The ESF4 agencies may forward this report within their agencies or may use this report to generate agency-specific situation reports.