



U.S. DEPARTMENT OF THE INTERIOR EMERGENCY MANAGEMENT REPORTING SPOT REPORT (SPOTREP)



1. INCIDENT NAME		2. INCIDENT TYPE	
3. AS OF Date: Time:	4. REPORT CATEGORY Bureau / Office Report <input type="checkbox"/> NRF Principal Planner Report <input type="checkbox"/> Region <input type="checkbox"/> Field Unit <input type="checkbox"/> Other <input type="checkbox"/>	5. REPORTING UNIT	
		6. REPORT NUMBER	
7. INCIDENT LOCATION			
7a. City: State:	7b. Unit Name:	7c. U.S. National Grid Reference:	7d. Lat/Long Coordinates: Latitude: Longitude:
8. SITUATION			
9. PREPARED BY & CONTACT INFORMATION Name of Preparer: Phone Number: Email Address:		10. APPROVED BY Name of Approver: Title:	
11. SENT (DATE / TIME): Date: Time:	12. PRIMARY LOCATION / ORGANIZATION SENT TO:		

GENERAL INSTRUCTIONS FOR REPORTING SERIOUS EMERGENCY INCIDENTS: DOI SPOT REPORT (SPOTREP)

In completing the DOI SPOTREP, the following fields need to be filled out:

1. **Incident Name:** Provide name given to incident.
2. **Incident Type:** Enter type of incident. [Categories: aircraft accidents, BOR hydroelectric/water production, CBRNE, COOP Plan activation, cyber security and IT operations, dam/levee safety incidents, drought, earthquake, fatalities and injuries, flooding, HAZMAT, intelligence alerts and warnings, law enforcement (Serious Incident Reports), oil spill, other incidents – DOI, other incidents – non DOI, pipeline/oil rig incidents, power outages, protests and demonstrations, public health, search and rescue (non-NRF), security incident response, severe weather, significant damage to DOI assets, special events, Suspicious Activity Reports, tropical weather, tsunami, volcano, wildfire, wildlife health.]
3. **As Of:** Provide the date and time. (Local time of the reporting unit, unless otherwise specified.)
4. **Report Category:** Check the box based on report category. Options include Bureau/Office Report, NRF Principal Planner, (for an ESF-specific report), Region, Field Unit or Other.
5. **Reporting Unit:** Enter the specific reporting entity.
6. **Report Number:** For use by the reporting unit to track the SPOTREPs.
7. **Incident Location:** Enter this information using 7a, 7b and/or 7c. (Not all of the fields need to be filled out, but at least one field needs to be filled out.)
 - 7a. *City, State:* Enter in the city and state in which the incident is occurring.
 - 7b. *Unit Name:* Enter the name of the specific unit (such as a particular National Park or National Wildlife Refuge) where the incident is occurring.
 - 7c. *U.S. National Grid Reference:* Enter the U.S. National Grid Reference where the incident is occurring.
 - 7d. *Lat/Long Coordinates:* Enter the latitude and longitude where the incident is occurring.
8. **Situation:** Describe the emerging situation and the nature of the event to include hazards (and potential hazards) involved, threats/impacts to persons and property (infrastructure, DOI lands, personnel, etc), and secondary impacts. In addition, describe response activities, including notifications, evacuations, and/or sheltering-in-place that has occurred or is currently in process.
9. **Prepared by & Contact Information:** Provide the name, phone number and email address of the specific individual who prepared the DOI SPOTREP.
10. **Approved by:** Insert the name and title of the individual that approved the prepared DOI SPOTREP.
11. **Sent (Date/Time):** Insert the date and time that the DOI SPOTREP is being sent for submission.
12. **Primary Location, Organization or Agency sent to:** Insert the name of the organization/unit (for example Bureau HQ, Bureau COOP Site or the IOC) to which the DOI SPOTREP is being submitted.