

Internal SitRep Format

Purpose

- Use this format for a first-pass internal situation report or leadership briefing.
- The format is designed for internal coordination and should not be treated as a public release.

Default structure

- Situation headline
- What happened
- Most affected areas or groups
- Priority needs or operational issues
- What is still uncertain
- Decisions, asks, or next questions
- Human review checklist

Writing guidance

- Keep the brief short enough to scan in under two minutes.
- Use plain English and a calm, neutral tone.
- Prefer bullets over long paragraphs.
- If numbers are provisional or conflicting, say so clearly.