

Winlink Field Situation Report (SITREP) Creation & Submittal

VERSION / DATE: V1.0 / 03/24/26
Michigan ARPSC / ARES District 8

WHO: Any Amateur Radio Operator with Winlink capability

WHEN: At the request of the State Emergency Operations Center (SEOC), Local Emergency Manager (EM), FEMA, or other requesting agency.

WHY: Per Form Info: “Stations use this form to report abnormal situations based on firsthand knowledge at their location.

DO NOT SEND WHEN EVERYTHING IS NORMAL (BLUE SKY) REPORTS.*

Information in this report aids . . . in determining which areas are experiencing infrastructure degradation and failures.**

If your local situation is LIFE CRITICAL, report via 911. If 911 services are not available, a reporter may use this form and mark the block for LIFE CRITICAL; the reporter should describe the situation and provide the residential address.”

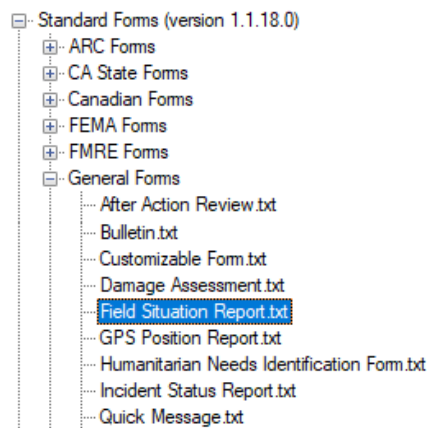
***Unless requested for increased/ongoing situational awareness.**

****Or other requesting agency. Which will help in directing resources.**

WHERE: Via preferred Winlink application (e.g., Winlink Express, RadioMail for iOS, WoAD for Android, etc.)

HOW:

- a) Create a new Winlink message. NOTE: *See Application specific procedures if not familiar with this process.*
- b) Select Template, Standard Forms -> General Forms -> Field Situation Report



FIELD SITUATION REPORT			
Mackinac County ARES			
Setup Click to add an agency or group name	Load Field Situation data	Form info	
For Non-Express recipients, this form is sent as plain text in the message body. Once this page is submitted No changes or editing of this message are allowed			
PRECEDENCE: <input type="text" value="R/ Routine"/>	DATE/TIME: <input type="text" value="2026-03-21 16:55:05Z"/>	TASK # <input type="text"/>	
FROM: <input type="text" value="W9TRC"/>	TO: <input type="text" value="WS8EOC"/>		
INFO (CC): <input type="text" value="K8PDC"/>			
Call signs or E-mails entered into the TO or INFO fields above, can be multiples separated by a semicolon ;			
1. Is there an EMERGENCY/LIFE SAFETY Need <input type="radio"/> YES <input checked="" type="radio"/> NO			
2. City <input type="text" value="Curtis"/>	County: <input type="text" value="Mackinac"/>	State: <input type="text" value="MI"/>	Territory: <input type="text"/>
3. Latitude and longitude: LAT <input type="text" value="46.229167"/> LON <input type="text" value="-85.791667"/> . MGRS <input type="text" value="16TES9317620219"/> Grid <input type="text" value="EN76cf"/>			
If your local situation is LIFE CRITICAL, report via 911. If 911 services are not available, a reporter may use this form and mark the block for LIFE CRITICAL; the reporter should describe the situation and provide the residential address.			
LAT and LON are required to map this SpotRep. If entering manually use Decimal Degree format or from an attached GPS device. By default LAT, LON and MGRS to the center of the grid square listed in Express Settings			

- c) Click “Setup” and enter your group name (e.g., Your County ARES)
- d) PRECEDENCE – The default is R/ Routine and should be used unless the report is LIFE CRITICAL. If LIFE CRITICAL, select O/ Immediate.
- e) DATE/TIME – Will auto-populate but click to update as needed.
- f) TASK # - Leave blank unless instructed otherwise.
- g) FROM – Enter your callsign.
- h) TO – Enter requesting entity callsign or email address.
- i) INFO (CC) – To ensure situational awareness within the chain of command, enter the callsigns for the:
 1. County Assistant Emergency Coordinators (AECs),
 2. County Emergency Coordinator (EC),
 3. District Emergency Coordinator (DEC),
 4. Any Assistant District Emergency Coordinators (ADECs)
 5. SEOC, if not the requesting entity
- j) Box 1 - Default is NO. Select YES **ONLY** If your local situation is LIFE CRITICAL **AND** 911 services are **not** available to describe the situation and provide the residential address.
- k) Box 2 – Fill in City, County, State, and FEMA R5 (for Michigan)
- l) Box 3 - Ensure your GPS Latitude and Longitude are correct. “MGRS” and “Grid” square information will auto-populate once GPS coordinates are entered.

4a. POTS landlines functioning? YES NO Unknown - N/A

4b. VOIP landlines functioning? YES NO Unknown - N/A

5a. Cell phone voice calls functioning? YES NO Unknown - N/A

5b. Cell phone texts functioning? YES NO Unknown - N/A

6. AM/FM Broadcast Stations functioning? YES NO Unknown - N/A

7a. OTA TV functioning? YES NO Unknown - N/A

7b. Satellite TV functioning? YES NO Unknown - N/A

7c. Cable TV functioning? YES NO Unknown - N/A

8. Public Water Works functioning? YES NO Unknown - N/A

9a. Commercial Power functioning? YES NO Unknown - N/A

9b. Commercial Power Stable? YES NO- Brown outs/blinking lights Unknown - N/A

9c. Natural Gas Supply functioning? YES NO Unknown - N/A

10. Internet functioning? YES NO Unknown - N/A

11a. NOAA weather radio functioning? YES NO Unknown - N/A

11b. NOAA weather radio audio degraded? YES NO Unknown - N/A

- m) Boxes 4a – 11b – Provide accurate information based on your current situation. If you select “NO” for any Box, be sure to provide additional details as requested in the text boxes. If you are not sure the functionality of any question, leave “Unknown – N/A.”**
- i. For example, if your Commercial Power is out, select “NO” and enter the supplier (e.g., “Cloverland Electric Cooperative” in the text box).

12. Additional Comments <i>Brief summary of current situation - expected outage times, major observations, etc.</i>	
<input type="text"/>	
13. POC <input type="text" value="Point of Contact"/>	
<input type="button" value="Submit"/> <input type="button" value="Save Field Situation data"/> <input type="button" value="Reset Form"/>	Ver 0.2.10

- n)** Box 12 – Provide additional details as available. For example, when power when out, damage extent and timing, significant weather observations, etc.
- o)** Box 13 - Enter your name and callsign. If the report is based on information from a third party, enter their information.
- p)** Press “Submit”
- q)** Post to Outbox.
- r)** Check “Request message receipt” box.
- s)** Initiate a Winlink Session as you normally would to send the SITREP.
 - i.** Telnet is the preferred method, if available, to keep rf gateways free for traffic from areas without internet/cellular coverage.
- t)** Confirm Outbox is empty and message was sent.
- u)** Repeat the process to send additional reports as conditions change or at the times requested by the requesting entity.