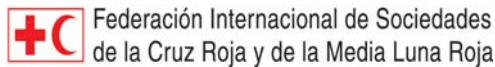


# METHODOLOGY RAPID ASSESSMENT FOR HUMANITARIAN ASSISTANCE

(Final Version  
English Draft 1)



REDLAC

# Panama

## December 2006

### *Regional Organizations participating in REDLAC:*

*OCHA  
UNDP – BCPR  
WFP  
UNICEF  
IFRC  
ISDR  
PAHO/WHO  
PNUMA  
OXFAM  
CARE  
Plan International*

### *Ad-hoc Members:*

*ECHO – Regional Office for Central America, the Caribbean and South America  
OFDA – Regional Office  
ECLAC – Economic Commission for Latin America*

### *With collaboration from:*

*National Civil Protection System – Panama (SINAPROC)  
National Disaster Prevention System - Nicaragua (SINAPRED)  
Ministry of Health and Sport of the Republic de Bolivia  
Vice ministry of Civil Defence and Cooperation for the Integral Development of the Republic of Bolivia  
Panamanian Red Cross  
COSUDE – Peru (Regional Office)  
World Vision – Regional Office  
PAHO/WHO Bolivia  
OCHA – Nicaragua and Guatemala Offices*

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## Acronyms

SitReps	Situation Reports
REDLAC	Work Group on Risk, Emergency, and Disaster of the Interagency Standing Committee for the American and Caribbean region
UNS	United Nations System
UNETE	United Nations Emergency Technical Team

## Glossary

Flash Appeal	International appeal for disaster response
Affected	People who have suffered a loss of basic community services
Victims	People who have suffered a loss of property, including their dwellings, and require social and/or economic assistance and temporary work to guarantee their wellbeing and alleviate suffering.
Displaced	People who have had to abandon their houses as a consequence of the disaster.

## Introduction

The Work Group for Risk, Emergencies and Disasters for the region's Interagency Standing Committee (REDLAC) was formed with the aim of creating a platform for the exchange of information, reflection and actions that optimize preparedness and response actions for preventing and mitigating suffering of populations vulnerable to natural disasters in Latin America and the Caribbean. The group focuses its interventions during the response and preparedness stages and coordinates tasks of prevention and mitigation with other actors.

Coordination is the centre of the group's strategy, as a mechanism for improving response in affected countries, exchanging information for discussion and searching for consensus within the forum. For this purpose, it has developed a Methodology and Tools for a Rapid Assessment for Humanitarian Assistance which facilitates joint and integrated disaster response projects, maximizing the use of existing resources and focusing assistance on the humanitarian conditions of affected populations.

The methodology and tools make up an integrated instrument, which does not substitute those developed by members or organisations working in the area of disasters. It aims to provide shared information during an emergency for an interagency needs analysis, as well as facilitate an integrated understanding of the needs to better support the preparation or application and the establishment of humanitarian assistance interventions in cases where these exceed national capacity (*inter-agency appeals*).

In creating this methodology, the integrated focus, scope, and characteristics were defined in joint manner within REDLAC, interviewing national response organisations and carrying out an inventory and analyses of the methodologies and tools available in the region (approximately twelve). Response specialists from the different agencies and organizations participated in the design, providing valuable input through their experience and knowledge, especially in selecting the most important variables to be taken into account in the phase immediately following a disaster. Special care was taken in the design and use of language and terminology in the tools, so that they can be used by people that are already at the event (or arrive first), and have information but do not necessarily have training in the area of disasters or in any related themes.

In the final stage of the design and revision, the methodology and tools were tested in a simulation exercise carried out by REDLAC and adjusted it after their use in a real emergency situation in a country in the region.

The vision with which the methodology and tools were developed allows them to be applied in different types of events, at different levels of detail (community, municipal, departmental, etc.) and the versatility of the tools allows for the use of different combinations according to the circumstances or criteria of the assessor. They can also be adapted to the particularities of the country or region from the institutional perspective of the country or team responsible for the assessment.

**REDLAC**  
**Panama, 2006**

## 1. DESCRIPTION OF CONTENTS

This document is divided into the following structure:

*Chapter 2* explains the nature of disasters and their impact on the humanitarian conditions of the affected population from a system perspective.

*Chapter 3* describes the characteristics and nature of the rapid humanitarian assessment, including details on the objectives, time frame for its application, variables, relation with SitRep and Flash Appeal and support for monitoring and evaluation.

*Chapter 4* explains the conditions and characteristics of multidisciplinary and multi-sector assessment teams for implementing the methodology and tools.

*Chapter 5* details the stages of the rapid humanitarian assistance process, in terms of a cycle that has a higher quality for decision making and assessment of the results.

*Chapter 6* explains the process of communication and diffusion of information which result from the stages of analysis and processing.

*Chapter 7* provides a general description of the four tools, as well as the common indicator map which makes up the backbone of the data base, facilitating the interrelation of the four tools and the connectivity with tools that until recently have only been applied to in-depth assessments carried out by the different agencies.

*Chapters 8 to 11* describe the four rapid humanitarian assistance tools. These are; general criteria, questionnaire, rapid check list, and form. The annex includes specific instructions on how to fill out the form.

*Chapter 12* describes the main reports that will be generated with the information provided by the tools. These include the Situation Report (SitRep), a document which describes the general situation prior to the event, and the Flash Appeal, a document that defines a response strategy for the emergency or disaster and the required financial resources to implement it.

This document can be divided into three main sections.

The **First section** (Chapter 2) consists of a general introduction to analyzing the impact of a disaster on a social system, useful for the training process.

The **Second section** (Chapters 3 to 6) describes the methodology for the rapid humanitarian assistance, including objectives, the composition of teams, the process, communication and diffusion of its results, useful for the training process.

The **Third section** (Chapters 7 to 12) corresponds to the design and use of the four tools available for carrying out a rapid humanitarian assistance, useful for field work.

Each section can be used on its own or as a kit depending on the requirements and objectives needed.



## 2. DISASTERS AND THEIR IMPACT

### 2.1 Characteristics of disasters

Disasters generate an infinite number of damages to populations and their conditions of life. The nature and characteristics of an event, its magnitude, velocity of occurrence, and origin create particular type of damages. Each disaster is unique, not only for its origin (hazard), but also for the vulnerability profile of the population and the physical characteristics of the impact zone.

Disasters originating from climactic and hydrometeorology conditions generally have a cyclical and seasonal behaviour and allow, to certain extent, activities of preparedness, monitoring, and early warning; activities that will determine the efficiency of the response actions.

There are also derived or associated events, which require prior consideration due to the possibility of “chain” effects that successively increment damages and their derivations. It is important to observe and identify these in the rapid assessment process.

There are diverse ways of classifying disasters, by their origin, magnitude of the hazard, or manner that the disaster starts. Generally the manner that it starts will also determines the speed at which the rapid assessment and response actions should be implemented. The most representative of this type of classification is seismic activity.

### 2.2 Characteristics of the disaster zone

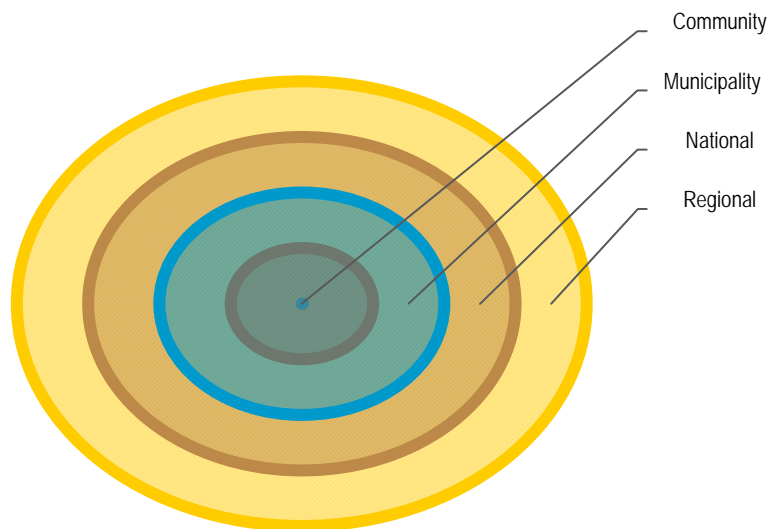
Disasters happen at different levels: communities, municipalities, and countries, and each level has its own capacity which directly affects factors of resilience. Such factors significantly influence the type and speed of the response, as well as the capacity for recovery.

These capacities are manifested in different ways;

- Social organization consisting of networks of agreements between governmental, international and development organisations, and the private sector (product or services). This type of organisation creates social networks that can facilitate the administration of information and assistance during a disaster.
- Socioeconomic structures in the impact zone - aspects such as; the concentration of activities and productive infrastructure; absorption and use of workforce; network of vital infrastructure and basic services. Other characteristics include levels of coverage of basic services, poverty level and age distribution of the population.
- Political and legally established organisations and structures (systems), which reflect levels of decentralization of decisions and resource management from the national level to the sub national level.
- Presence of cooperation and humanitarian assistance organisations with response capacity in the country and zone of the event.
- Level of preparedness, corresponding to the knowledge developed in the risk zone, creation of contingency plans and improving technical response skills.

The development of these capacities also determines the possibility that the impact can generate damages that will exceed these capacities, which would require international assistance.

### Levels of disaster response



### 2.3 Impact of disasters

The classification of emergencies or disasters is based on the level of damage and impact, which is visible in different elements; damages to infrastructure, to the population and its humanitarian condition, to economic development and to the environmental.

The immediate effect of a disaster is the emergence (or worsening) of basic needs of the affected population. These can be related to the condition of or access to; health, water, food, shelter, source of income, and protection. Due to the destructive characteristics of the events, a country's response systems and mechanisms are often affected or there are serious limitations in access and communication to the affected zone, thus making the community the first link of the chain of response. Depending on the country's capacities and the event, the country can then assume the response to the event with its own resources, or request for national and international assistance.

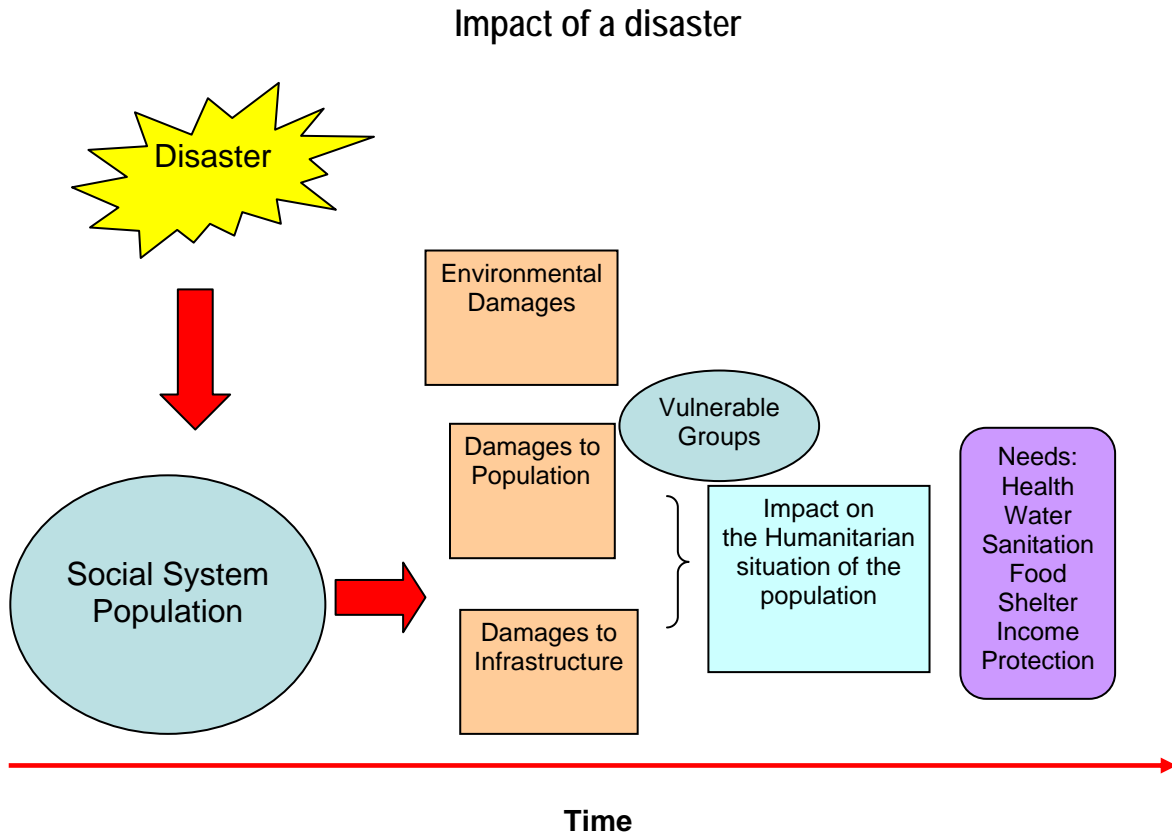
The impact of an event is measured according to the damages, of which the physical are the easiest to identify and quantify. Starting from the direct action of the event and any loss of ability to operate, the main needs of the population arise. However, the impact is always greater than the sum of the damages and the loss of operations due to the effect of the negative synergy, generating a combination of lack of provision of services, loss of capacity of the social network, and the need for immediate response actions.

The first phase of the disaster involves a population's inability to self sustain itself, a period which requires immediate assistance and establishment of minimum conditions (quality of service). It requires support and strengthening of its recovery capacities and continuity in the development process.

Immediately following the event, the humanitarian needs are high and gradually diminish as tasks of response and assistance are carried out by governmental organizations and other humanitarian actors. Tasks of

recovery and rehabilitation are carried out simultaneously as both prioritize the need for reconstruction of physical infrastructure, dwellings, recovery of workers, etc.

While recovery activities have a distinct timeframe for action compared to attention to the emergency, it is important to consider them in the stages immediately following the disaster, as much of the criteria used for decision making will directly impact in the form and length of the recovery.



### 3. RAPID HUMANITARIAN ASSISTANCE IN DISASTER SITUATIONS

The rapid assessment consists of assessing the situation and the needs in the critical stage immediately after a disaster, to determine the type of assistance required for an immediate response.

For this methodology, both affected populations and victims require humanitarian assistance, which is the reason that it is essential to provide initial assistance in an integrated manner and in accordance with international principles and agreements.

#### 3.1 Why a rapid assessment?

In the period immediately following a disaster, it is essential to understand the main humanitarian assistance needs from an integrated perspective, which will allow the Assessment Team to analyze and make decisions on strategies, support actions, and assistance to the affected country.

A rapid assessment should answer the questions:

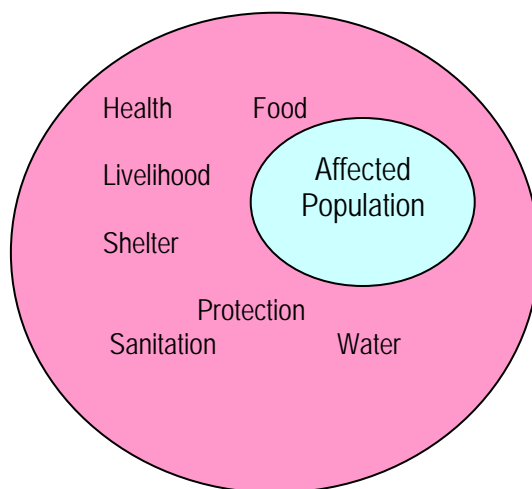
- ***What happened?*** Describe the type of emergency or disaster
- ***Where did it happen?*** Identify the geographic areas affected by the disaster and their environmental conditions
- ***Who was affected?*** The subjects or objects affected by the emergency or disaster
- ***What was the impact?*** The number of people affected and their demographic characteristics
- ***Why should an intervention be carried out?*** What humanitarian needs have not yet been met
- ***How to intervene?*** The security context, access to the zone, and existing coordination of response actions
- ***Why intervene?*** Define the objectives of the intervention

#### 3.2 Integrated focus in an assessment

At the core of the rapid assessment is the attention to human beings and the levels of suffering caused by a disaster. From this perspective, suffering means a populations' lack of capacity to satisfy its basic needs in health, water, food, shelter, livelihood and protection. The integrated focus of the rapid humanitarian assessment attempts to address these needs for assistance in a joint manner and aims to satisfy them in the best way possible through actions that can resolve them simultaneously and not independently per sector.

It is possible to find different levels of vulnerability within the affected population, generally in groups consisting of children, women, and seniors, who not only have a particular profile of needs, but are also make up an integrated focus of prioritized needs of the most vulnerable groups.

## Integrated focus of humanitarian assistance



### 3.3 Objective

- Identify the impact that a disaster has had on a society, its infrastructure, and the capacity of the society to recover.
- Identify the most vulnerable segments of the population, who should be the objective of the assistance
- Identify the affected country's response level and its internal capacity to lead the situation.
- Identify the level of response required by the international community.
- Identify the most urgent needs for assistance and the potential methods to satisfy them in the most effective manner.
- Make recommendations that define and establish priorities for actions and resources necessary for the immediate response
- Highlight special concerns about the development of a situation
- Call attention to substantive geographic areas / sectors that require an in-depth assessment.

The rapid assessment defines the level and type of assistance required for the affected population and identifies resources and services for immediate emergency measures to save and maintain the lives of the affected population. It can also identify the need for continual monitoring and a specialized assessment. .

### 3.4 Nature

The rapid humanitarian assessment represents the different elements associated with its functions and application in disaster situations.

- **It is part of a process** with diverse stages; preparation, collection of information, validation, analysis, decision making, and response actions.

- **It is a concept** that implies; the essential integration of risk analysis and preparedness, a systematic vision of the reality of the affectation, humanitarian vision of the disaster, administration of information and joint perspective for coordination
- **It is a tool** that is fundamental for the decision making processes in managing disasters

The rapid humanitarian assessment consists of a methodology and tools that are easy to use during disaster situations.

The rapid humanitarian assessment is applied immediately after the event, but can also be used in any moment of the disaster as it facilitates monitoring and prioritizing the important elements of a humanitarian response. The different specialties will also continue to be implemented according to the needs of each team, each agency, the situation, or the type of event.

### 3.5 Characteristics

The characteristics of the rapid humanitarian assessment are:

- Rapidity of its application and facility in processing and consolidating information
- Integrated vision of the humanitarian needs analysis in disaster situations
- Facilitates the monitoring of the humanitarian situation through successive applications
- It is part of the damage assessment process developed by the REDLAC agencies, as well as institutions linked with response to emergencies.
- They are complementary to those of the local or national authorities and in no instance do they replace or compete with these

The rapid assessment provides general information on needs and can be supplemented by detailed or specialized assessments.

In a rapid assessment, it is important to understand the context in which the event develops, as this could be critical for the well-being of the affected population.

### 3.6 Timeframe of application

The distinct agencies and organisations have different stages for the application of their assessment methodologies. The rapid humanitarian assessment methodology and its tools can be applied at any moment post event, preferably as soon as possible after the disaster, and do not substitute any instrument developed by countries or humanitarian actors.

### 3.7 Expected Results

The result of the rapid assessment is the report which presents the main humanitarian assessment needs. The report will be used for making decisions in a coordinated manner within REDLAC and assist interagency, sectoral and/or specialized assessments which can be used in the drafting of a Flash Appeal.

### 3.8 Variables

- **Needs.** Compilation of needs arising from individual sources or in association with: health, water, food, shelter, livelihood and protection. They are manifested in quantities or in possible future alerts.
- **Level of humanitarian suffering:** Determined by the depth and severity of the scarcity or inexistence of humanitarian conditions after the disaster.
- **Time.** The time in which the rapid assessment is developed as well as short and medium term projections which highlight possible alerts and processes being generated.
- **Geographic Distribution:** Established by the geographic and climactic conditions and the accessibility to the disaster zone.
- **Humanitarian Actors.** Inventory of humanitarian actors (including the government), the zones and sectors in which they are working, their capacities and future actions.
- **Organization and Coordination Mechanisms.** Description of the organization mechanisms for the coordination implemented in the affected country and its capacities.

### 3.9 Support to Coordination

The rapid assessment methodology is an instrument available for coordinating actions based on information compiled from the field by regional or national teams, containing information from the same origin and with standards that allows it to be related in a modular manner with specialized assessments implemented by different agencies and humanitarian organizations. This coordination is discernible in the information (data base), the integrated vision of the problems in the post disaster phase, the prioritization of the needs and actions to be followed and finally, but not least important, the humanitarian focus of the response actions.

#### Keys for a successful assessment

1. Identify information that is vital for users
2. Apply norms / indicators
3. Opportunities for assessment
4. Determine the best place for obtaining precise information
5. Differentiate between chronic and emergency needs
6. Use recognized terminology, norms and procedures
7. Consider the specific sensibilities of the country

### 3.10 Relation with SitReps and Flash Appeals

The tools (together or individually) can be used to consolidate information collected from the field to create one document that summarizes the situation in the country. This information serves as input for the different Situation Reports (SitReps).

The rapid assessment methodology also provides input for the Flash Appeal, as it consists of essential elements in the humanitarian response and, with its integrated nature, represents the decision making and coordination platform in the country.

### **3.11 Information Monitoring**

The format and methodology serve to monitor and follow up activities and commitments made by humanitarian actors. It can also be used as an instrument for a historical analysis of trends according to indicators. Therefore, the application of the rapid assessment reports should be carried out in a chronological order.

The methodology is also useful for measuring the impact of assistance programmes that are attending to the needs of the population and reviewing trends over time.



## 4. RAPID HUMANITARIAN ASSESSMENT TEAMS

### 4.1 Assessment Teams

Multidisciplinary teams offer greater technical perspectives in the phases of collecting and analyzing information. The teams, made up of members from various agencies and organisations, should clearly define the objectives of the joint rapid assessment and the division of functions related to compiling and processing of information as well as the respective decision making.

Leadership in the rapid assessment teams should be in accordance with the capacities of the agencies and organisations at the regional level and in the affected country, to convert it into a strength for the coordination with other team members, other teams and the government.

Teams should have the following characteristics for analyzing information:

- Knowledge of the realities of the affected country
- High level of training
- Knowledge of methodology and tools
- Experience in observation and problem analysis
- Ability to make decisions
- Knowledge of interagency coordination mechanisms in emergency situations

Qualifications for carrying out the assessment should include knowledge in themes such as protection, gender, environment, and human rights. A recovery specialist should be included as part of the team.

The speed of a team's mobilization depends on, among other things, the type of event that was registered, the magnitude of the impact and the available capacity in the country.

It is important to take advantage of the capacities and presence of agencies or organisations in the country, to convert them into an opportunity to improve the response.

### 4.2 Coordination with national teams

International teams should coordinate with organised interagency teams in the affected country. These national teams are generally made up of focal points from UN agencies (UNETEs) and international humanitarian organisations present in the country.

National teams should have previously established formal coordination agreements with the government entities responsible for organizing response and recovery tasks, fundamentally establishing their capacities, support mechanisms, and assistance to the government; as well as methods for implementing preparedness activities and identifying sources of information, data bases, baseline studies, and other information that can support the planning of rapid assessment missions.

### **4.3 Conformation of thematic teams (clusters)**

The leaders of the various thematic or cluster teams in each country can be different according to capacities. This will also determine the need for developing additional rapid assessment methodologies which could improve coordination, the exchange of specific/ thematic information, and the relationship with other teams.

OCHA/LAC, as well as donors, should be informed of the coordination mechanisms that are assumed in the country impacted by the event, to improve the flow of information and decision making.

Thematic groups or clusters should strengthen internal coordination mechanisms and establish an adequate link with governmental organisations as part of disaster preparedness.

### **4.4 Levels of training**

Members of REDLAC, UNETE, and other interested actors should be trained in using and implementing the methodology and rapid assessment tools.

### **4.5 Coordination with national authorities**

The results of the rapid assessment provide information and support to the decisions of the government of the affected country, as well as facilitate the coordination of activities related with the prioritization of needs, the channelling humanitarian assistance, and the organisation of response and early recovery programs.

It is recommended that international teams include sectoral representatives from the government and specialized institutions, thus optimizing the use of resources and the managing of information.

### **4.6 Participation with other humanitarian and social actors**

It is essential to include all humanitarian organisations and social actors in the rapid assessment process and in the overall coordination process, thus creating a more complete vision of the situation and more specific results.

The participation of social actors will help to avoid possible conflicts arising from the political representation of leaders as members of assessment teams.

## 5. RAPID HUMANITARIAN ASSESSMENT PROCESS

1. Administration of prior information
2. Organization of the rapid assessment
3. Selection of sources of information
4. Compilation of information
5. Processing and validating information
6. Analysis of information and drafting reports
7. Flow of information
8. Decision making process

### 5.1 Administration of information prior to the disaster

The rapid assessment should use information related to the emergency zone prior to the event. This information could come from national, local and/or sectoral statistics, as well as possible development, prevention, mitigation and preparedness programs from regional or national organisations in phases previous to the disaster. The inputs to look for include:

- Risk maps and vulnerability studies
- Population statistics
- Sectoral, social, and economic indicators
- Contingency plans, hypothetical scenarios
- Historical statistics on disasters (such as "Desinventar")

### 5.2 Organizing the rapid assessment

The assessment team should compile the rapid assessment tools on requirements for collecting information and selecting information sources before heading to the field. This is important because it represents a starting point for discussion and coordination of the team. The objective and results obtained should be revised continuously by the team during the assessment.

The revision should contain the following points:

- Tools to be used
- Methods of collecting information
- Key informants (institutional, groups and individuals)
- Places to be visited
- Responsibilities of team members
- Resources available for the assessment
- Timeliness and opportunity of the information
- The form and analysis process of the information
- Communication mechanisms and diffusion of results

### 5.3 Selecting the source of information

The sources of information for the rapid assessment depend on the type of event and the country. In general the sources are;

Primary:

- Country authorities
- Representatives of the affected population and the affected population
- Agencies that are members of REDLAC and others that have presence in the country

Secondary:

- Existing data bases
- Documents and forms from other agencies
- Press

## 5.4 Compiling information

The means of compiling information are:

- Interviews with authorities
- Observation in the field
- Interviews with focal groups
- Interviews with work groups
- Visits to homes
- Key informants
- Collecting sectoral information (specialized)
- Meetings in general

Recommendations for compiling information:

- The process of compiling information is continuous and combines different mediums and sources.
- Sectoral interviews can provide valuable technical information
- Find key informants in each sector, if possible, relevant to the identification of urgent problems.
- Visits to dwellings are extremely important during a rapid assessment. It is essential to be able to observe and verify the conditions in which the affected are in, as well as verify the information provided by the institutions and agencies present in the country.
- Ask questions even if you don't get answers.
- Strengthen informants so that they can provide additional important information
- Participation of specialists in the UNETE team.
- Sectoral specialists from the government, the UNETE team, or humanitarian agencies allow for itemisation of a detailed needs assessment.
- It is not essential to complete all of the questions or form.
- Include people with the decision making capacity.
- Coordinate with other teams mobilized in the zone.

## **5.5 Validating the information**

Validating the information begins by selecting the source of information, taking into account the source interviewed thus incorporating the added value of the knowledge of the situation at the local level.

Validation also includes comparing the information with available information from the government (both territorial and sectoral) and with other humanitarian organisations that have information about the event to diminish the possibilities of discrepancies

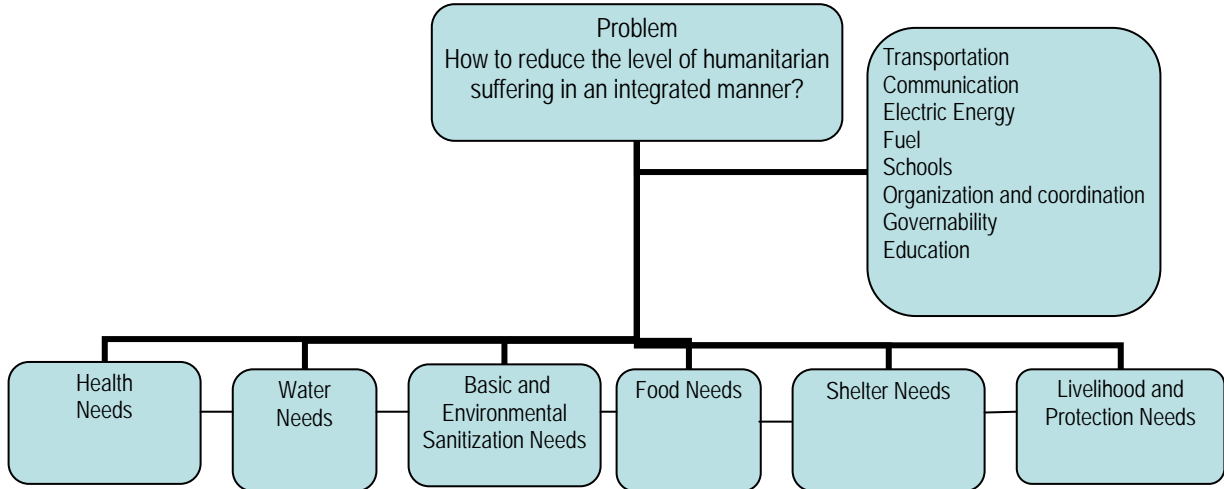
## **5.6 Analysis of the information and writing reports**

The analysis should be integrated, taking into account: type, affected zone, magnitude of the event; population affected, morbidity/mortality, social and institutional response; level of affectation, needs, provision, quantity and quality of services/supplies (health, water, energy, dwelling, waste disposal: food, supplies, equipment, medicine, accessories); balance of use, effective use, offer and demand of humanitarian aid.

The information should be continually analysed throughout the assessment in attempt to resolve the following questions:

- Who are affected by the problem?
- What is the main problem that faces the affected population?
- What are the components (independent variables) of the problem?
- What is the capacity of the affected population, the government, and of humanitarian actors to solve this problem?
- What are the limitations or restrictions to implement a solution to the problem?

## Definition of the main problem



### 5.7 Flow of information

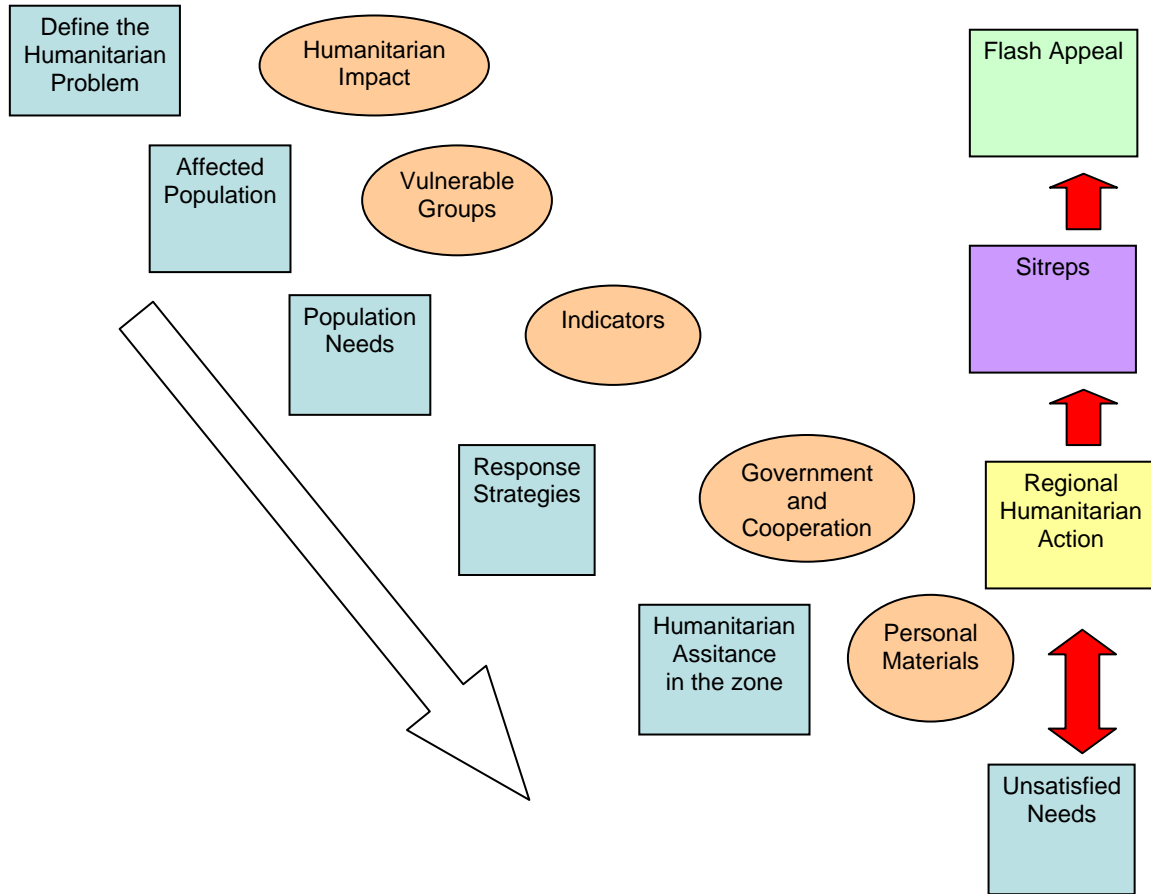
It is very important to have an adequate flow of information and a system of transmission of information from different levels, from local to national, should be determined. Emergency operation centres are a good instrument for training, processing, and analysing information to facilitate the most adequate decision making and management of corresponding resources.

Information essential for following up the event should be continuous and dynamic in the days following the disaster, taking into account the subsequent needs assessment to compare the advances or lack of in the dispensed attention.

### 5.8 Decision making process

Decision making is both a collective and individual process between the different members of the team. Each agency has a particular decision making mechanism, so that they can inform themselves of decisions made in an individual manner and, if necessary and possible, make decisions in a consensual manner.

## Decision making process



## **6. COMMUNICATION AND DIFFUSION**

The diffusion of the results of the rapid assessment should be immediately shared with the government or together with the government shared with humanitarian actors through web pages related to the event and humanitarian assistance.

Special care should be taken in validating sources of information, in order to avoid contradictions with the government which could damage the coordination processes and the credibility of the information.

Information from the rapid assessment should be minimal but sufficient, not exhaustive, nor repetitive. It should provide support for decision making and comply with the principles of humanitarian information (see annexes).



## 7. TOOLS FOR THE RAPID HUMANITARIAN ASSESSMENT

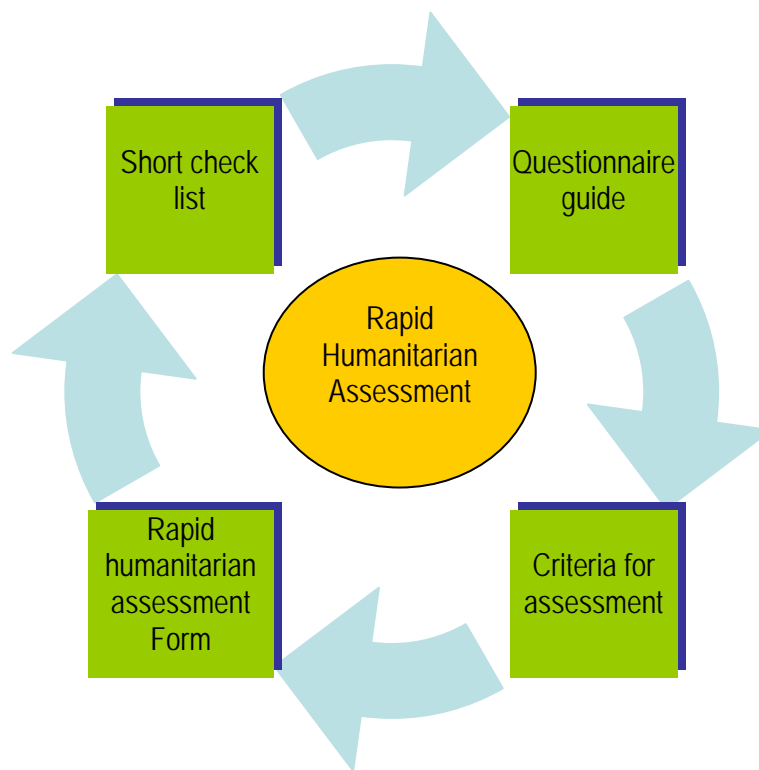
### 7.1 The tools

To obtain the information required, the methodology has designed four instruments:

- Criteria for rapid assessments
- Questionnaire guide
- Short check list
- Rapid assessment form

These four instruments can be used together, complementarily, or separately, depending on the situation, availability, and access to information. The four instruments represent tools that have the same objective and structure (indicators) for collecting information but have different forms of presenting the data.

#### Relationship of tools for the rapid humanitarian assessment



In the cases of seismic activity, due to the particularity of these situations, basic considerations for search and rescue teams in confined spaces should be included (see annex)

The four tools are applied with a map of indicators which determines the same structure of variables, only modifying the manner of searching the information.

## 7.2 Adapting the tools as national instruments

As part of its design and revision, the instruments have undergone processes of simulation and adaptation through their use as an assessment instrument for the National System in one of the countries in the region. The experience has provided the following lessons learned which can serve as guides for similar processes:

**Humanitarian Focus.** Having a humanitarian focus in disaster response facilitates coordination through the analysis of the most important variables to define the problem and prioritize the needs.

**Level of application.** It is essential to define the level of detail for the compilation of information phase, which is based on the type of organisation of the preparedness and response system and the degree of decentralization of decision making. The level of impact of the event can also influence this situation, which is also determined by the subsidiary principle - defining which level assumes the coordination of the response. The level of detail directly impacts the process of analysis and consolidation of information. With a greater level of detail there is a greater need to have automatic mechanisms of consolidation.

**Terminology and language.** It is important to revise the technical terminology and the definitions used in the methodology and tools and adapt them to those normally used in the country, which are generally included in the legal instruments or contingency plans. It is also important to revise the language used so that it can be adapted to the regions or specific places.

**Integration.** A revision of the tools facilitates the participation and integration of different sectors or specialties. Exchanging information at the onset of the population's situation, identifying vulnerable groups and the geographic situation of the disaster zone facilitates the analysis of the sectoral variables and, if necessary, can be supplemented with specific questions, keeping in mind that a rapid assessment is what is being carried out.

**Connectivity.** The variables included in the tools make up the basics and can be taken in depth with specialized assessments, which can complement response actions.

**Use of tools.** The availability of the four tools offers flexibility in the process of compiling information; the selection should also be based on the capacity and training of the personnel that will use them. In this sense, the short check list offers the best opportunity for levels closest to the disaster, such as the community level.

**Prior information.** The instrument and methodology of the rapid humanitarian assessment requires prior information and offers the opportunity to compile key statistical information, generally available in census results documents. This possibility offers an important input for comparing with the situation before the disaster and facilitates defining the problem. This situation can offer an important guide for the process of elaborating preparedness and response plans.

**Diffusion and training.** Although the instrument is easily applicable; it should be formally adopted by the national preparedness and response systems, diffused, and training should be provided on its use. With the participation from different sectors in its revision and adjustments, the tool offers a great opportunity to improve coordination and standardize information.

### 7.3 Map of indicators

<p><b>General situation of the population</b></p> <p>Population</p> <p>Structure of the population</p> <p>Characteristics of the population</p>	<p><b>Water</b></p> <p>Supply before the disaster</p> <p>Affectation of water supply</p> <p>Proportion of dwellings and shelters without water</p> <p>State of water sources</p> <p>Alternative sources of water</p>	<p><b>Health Situation</b></p> <p>Health Personnel</p> <p>Health of the people</p> <p>Causes for medical attention</p> <p>Disposal of corpses</p> <p>Availability of medicines, supplies and others</p> <p>Health centres</p>	<p><b>Basic and Environmental Sanitation</b></p> <p>Functioning of sanitation systems</p> <p>Systems of waste disposal</p> <p>Levels of contamination</p> <p>Risk of disease from vectors</p>	<p><b>Food and Nutrition</b></p> <p>Calculation of losses</p> <p>Affectation of sources of income and food</p> <p>Food consumption</p> <p>Means of preparing food</p> <p>Food reserves</p> <p>Interventions</p>
<p><b>Geographic Situation</b></p> <p>General</p> <p>Topography</p> <p>Main rivers</p> <p>Climate</p> <p>Access</p> <p>Availability of services</p> <p>Special Conditions</p>	<p><b>Protection</b></p> <p>Situation of children orphaned and separated</p> <p>Mistreatment, rape and sexual abuse</p> <p>Psychosocial support</p> <p>Protection of rights</p> <p>Barriers for the compliance of rights</p> <p>Signs of discrimination</p>	<p><b>Shelters</b></p> <p>Type of shelters and their needs</p> <p>Demand for shelters</p> <p>Basic services in shelters</p> <p>Number of persons in shelters</p> <p>Shelter capacity</p> <p>Access to shelters</p> <p>Types of shelters - permanent or temporary</p> <p>Conditions of risk for shelter</p>	<p><b>Livelihood</b></p> <p>Economic activity affected</p> <p>Rise in prices</p> <p>Strategy of recovery and terms</p> <p>Areas with greater vulnerability</p> <p>Organization for recovery</p> <p>Type of affectation to dwellings</p> <p>Possibility of recovery of land for dwellings</p> <p>Land ownership</p>	<p><b>Organization and Coordination</b></p> <p>Organization responsible per theme</p> <p>Coordination mechanisms</p> <p>Flow of information</p> <p><b>Education</b></p> <p>Affected schools</p> <p>Number of students affected</p> <p>Loss of furniture and didactic material</p>

## 8. CRITERIA FOR RAPID ASSESSMENT

The criteria for rapid assessments have the advantage of establishing the main variables that determine the humanitarian situation, allowing for adjustments to the criteria according to the particularities of the event and the situation generated. It also allows for the analysis of information even when it is scarce.

### 8.1 General situation of the population

It is recommended to include data from prior to the event (statistics) and the situation after the event to be able to carry out the corresponding comparison. The population and its distribution are fundamental elements in determining the magnitudes of the event and the amount of humanitarian assistance required. As such, its characteristics offer indicators to focus the strategies and priority actions.

#### Objective

Try to determine the number of people affected (approximate number of families), their relation with the population, and available indicators prior to the disaster (total country population, proportion of men and women, number of handicapped or disabled people).

#### Other complementary characteristics:

This second category of characteristics aims to establish general indicators of the affected population, which can be obtained from national statistics, and provide information for defining response strategies.

- Population density
- Number of persons per family
- Level of Poverty

#### Indicators

##### Population:

- Total population of the country and by municipality
- Number of people affected by the event
- Number of displaced people
- Number of families affected
- Number of dead
- Number of missing
- Number of children younger than 5 affected by the disaster
- Number of pregnant women affected by the disaster
- Number of seniors affected by the disaster

##### Population structure:

- Proportion of population by gender
- Proportion of handicapped or disabled people

##### Characteristics of the affected population:

Proportion of urban or rural population  
Dominant economic activity in the affected zone  
Ethnic and cultural groups and special languages

## 8.2 Geographic situation of the disaster zone

Geographic information offers information on the characteristics of the humanitarian response strategy. It provides data on the topographic and climactic characteristics of the affected zone, accessibility, and security conditions. This information is also important for the logistics of humanitarian operations.

### Objective

Establish the affected zones, the surfaces, and general characteristics.

### Indicators

General:

Affected area<sup>1</sup>  
Type of event  
Level of historical reoccurrence of the event  
Affected surface in square kilometres<sup>2</sup>

Topography: Mountainous, Flat, Low coastal

Main rivers in the affected area

Climate: Rainy, dry, hot or cold, strong winds.

Accessibility: Determine the operability of the roads (in hours of travel and specifying the stretches), airports and ports of entry to the head of the municipality and the most appropriate routes to the affected zones(s).

Roads (starting from; and arriving at)  
Land  
Air  
Fluvial (maritime/rivers)

Availability of services of electric energy, communication and fuel: Determine if they are functioning and the reasons why the following services are not functioning:

Electric energy  
Telephone/fax  
Cellular telephone  
Radio  
Television  
Radio communication

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<sup>1</sup> Name of affected cities, communities, provinces/districts (indicate names that are found on international maps, points of reference).

<sup>2</sup> Map of the zone which shows populated centres, rivers, productive areas, etc.

Distribution of fuel

Special conditions:

- Political considerations
- Social conflict
- Problems with ethnic, religious, or cultural minorities
- Movement (massive) of the population (to /from the affected area)
- Special problems with security

### 8.3 Health situation

#### Objective

Determine the situation with regards to; the affectation of health personnel, determine the effect on the population and the increase in the demand for and causes for attention, availability of medicines and supplies, and the situation of the health establishments

#### Indicators:

Health personnel:

- Number of doctors, nurses, technicians, services and others available, injured or dead

Health of the people per affected zone:

- Number of injured according to severity; severe and light
- Need treatment for evacuation
- Number of injured in health centres
- Caring for ill persons in hospitals or in charge of relatives (men or women)

Causes for attention per type of illness:

- Number of children under 5
- Number of women and men over 5
- Tendency for a possible increase in cases per type of illness

Possible problems for the disposal of human and animal corpses.

Availability of medicines, medical supplies and others:

- Type of provision of medicines and medical supplies; regular (normal) or extraordinary
- Satisfaction of real needs for medicine and medical supplies
- Number of ambulances available

Health Centres:

- Name of health centres, laboratories and blood banks
- Category of health centre
- State of operation (partial or total)
- Number of available beds

Availability of water and electric energy services

## 8.4 Food and nutrition

### Objectives

Determine the loss of crops, animals, productive goods, affectation of sources of income and food, the effect on the consumption of food, existing facilities for the preparation of food, food reserves in the affected population and the existence of possible food aid in the zone.

### Indicators

Calculate the loss of crops and animals

- Number of plots seeded that are partial or totally lost and the level of recoverability
- Estimation of the loss in proportion to the next harvest
- Quantity of animals lost and number of families affected
- Quantity of productive goods lost and number of families affected

Affectation of sources of income and food

- Affectation of the three main sources of income
- Affectation of sources of food: own production, purchase, donation, exchange, collection

Food consumption

- Normal, more or less consumption of food related to the period prior to the disaster of the affected families

Facility for preparing food

- Availability of: water, kitchens, fuel, and kitchen utensils for preparing food

Food reserve

- Affectation of reserves, capacity for obtaining reserves and the estimated time of inaccessibility

Assistance present

- Organisations that provide assistance, distributed products, available inventory.

## 8.5 Water

### Objective

Measure the affectation of the quantity, quality and availability of water available for the affected and displaced population and identify the sources of provision of water and its level of operation.

### Indicators

Water supply before the disaster  
Affectation of the quality, quantity, or continuity of the provision of water  
Proportion of dwelling and shelters that do not have water  
State of sources of water in the zone compared with the situation prior to the disaster  
Alternative sources of water supplies (surface or subterranean)

## 8.6 Basic and environmental sanitation

### Objective

Establish the level of operation of sanitation systems, waste disposals, treatment of vectors, and contamination levels.

### Indicators

Functionality of sanitation systems; latrines, sewer systems and septic tanks.  
Waste disposal systems; solid, discharge of grey/black water, and rubbish.  
Contamination levels  
Risk of diseases produced by vectors

## 8.7 Shelters

### Objective

Determine types and characteristics of shelters, sheltered population and main conditions, and need for shelters

### Indicators

Type of shelters and their needs  
Demand for shelters  
Basic services in shelters  
Number of people in shelters (men, women and children under 5)  
Capacity of shelters  
Accessibility of shelter  
Temporary or permanent shelter  
Risk conditions of the shelter



## 8.8 Livelihood (early recovery)

### Objective

Affectation of livelihoods, situation of the market and increase in prices, proper recovery strategies and organization, affectation to dwellings.

### Indicator

Economic activity affected, predominantly male and female sectors and number of families  
Increase in prices of food, basic goods, land, and construction material  
Recovery strategies  
Length of terms of recovery strategies and their effect on reducing vulnerability  
Affected areas with greater vulnerability  
Organization surrounding the recovery  
Type of affectation to dwellings  
Possibility of recovering the zone  
Availability and ownership of the land for dwellings

## 8.9 Protection

### Objective

Situation of children orphaned or separated from their family, reports of mistreatment, rape and sexual abuse. Organisations responsible for monitoring mistreatment, psychosocial support, organisations that work in protection of rights. Signs of discrimination.

### Indicators

Situation of children; orphans and separated from their family with identification and documents  
Mistreatment, rape and sexual abuse  
Monitoring the theme of protection  
Psychosocial support  
Protection of rights  
Main barriers to the compliance of basic principles and actions of protection  
Signs of discrimination

## 8.10 Organization and Coordination

### Objective

Organization and mechanisms for coordination and information management.

### Indicators

Organisations responsible per theme at each level  
Coordination mechanisms  
Flow of information

## **8.11 Education**

### **Objective**

Determine the damages in infrastructure, furniture and didactic material.

### **Indicators**

Affectation of schools  
Number of students  
Proportion of losses of furnishings and didactic material

## 9. QUESTIONNAIRE GUIDE FOR RAPID HUMANITARIAN ASSESSMENT

The questionnaire guide can be applied during interviews as well used as reflection by the team assessor in collecting information or analyzing the situation. The questions do not have to be completed during an interview, as one answer can satisfy or make other questions unnecessary. There are questions that are common to all of the themes, such as who is responsible, which actors are working in that theme, what has been done until that moment, and what the main needs are.

The answers to the questionnaire can be registered in an open format or can be completed in the Form. In the case that answers will be registered in the form, the numbers corresponding to the form are included in the questionnaire.

### 9.1 General Questions

*Table No. 1*

1. What was the nature of the event?
2. What date and at what hour did the event begin?
3. Has international assistance been requested?

### 9.2 General situation of the population

*Table No. 4:*

1. What is the total population census of the country and affected municipality?
2. What is the percentage of distribution between men and women in the country and the affected municipality?
3. What is the average number of members per family?<sup>3</sup>
4. What is the average population density per country or municipality?<sup>4</sup>
5. What is the poverty index in the country and the income level of the population in the affected zone?
6. What is the number of people with disabilities and special conditions<sup>5</sup> before the event?

*Table No. 5*

7. What is the number of affected people in the municipality?
8. What is the number of displaced people in the municipality?
9. What is the number of dead in the municipality?
10. What is the number of people missing in the municipality?
11. What is the number of children under 5 affected by the disaster in the municipality?
12. What is the number of seniors (older than 57) affected by the disaster in the municipalities?
13. What is the number of pregnant women affected by the disaster in the municipality?

*Table No. 6*

14. Is the affected population in the municipality urban, rural or both and what is the proportion?

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<sup>3</sup> Questions 1 to 6 can be answered with statistical information from the country before the disaster.

<sup>4</sup> Number of people/km<sup>2</sup>.

<sup>5</sup> Ill with: HIV/AIDS, diabetes, hypertension and others.

15. What are the main productive activities of the population affected in the municipality?
16. Are there ethnic, cultural, or linguistic groups with specific vulnerabilities?

### 9.3 Geographic situation of the affected zone

*Table No. 7*

1. Which are the areas specifically affected in the municipality?
2. What type of event has affected the different specific areas?<sup>6</sup>
3. What is the level of historical reoccurrence of the event?<sup>7</sup>
4. What is the affected surface in squared kilometres?
5. What is the topography or relief of the place?<sup>8</sup>
6. Which are the main rivers in the affected area?
7. What are the dominant climatic conditions in the disaster zone?<sup>9</sup>

*Table No. 8*

8. How is the accessibility to the head of the affected municipality?
9. Describe and recommend the most appropriate route to arrive at the head of the municipality of the affected areas?

*Table No. 9*

10. What is the level of availability of electric energy, communication and distribution of fuel in the zone?

*Table No. 10*

11. Are there special conditions in the disaster zone?

*Table No. 13*

12. What are the main needs in the situation in general?

### 9.4 Health situation

Sources: Ministries of health, local clinics, community health workers, community organisations (local and international).

*Table No. 75*

1. Which institution is responsible for the area of health at the national and municipal level?

*Table No. 14:*

2. How many health personnel are dead or injured?

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<sup>6</sup> Flooding, drought, slides, cave-ins, forest fires, seismic activity or others.

<sup>7</sup> Reoccurrence: Frequency or the number of times that the disaster has repeated in previous years.

<sup>8</sup> Mountain, plains or coast

<sup>9</sup> Rainy or dry, hot or cold, windy.

3. What is the number of health personnel available, taking into account: nurses, technicians, persons that practice traditional medicine?

*Table No. 15:*

4. How many of the affected population are injured? Are their conditions light or serious?
5. What are the priority treatment needs?
6. How many injured are in health centres?
7. How many men and/or women are attending the injured?

*Table No. 16:*

8. What are the main causes for attention to injuries in men and women, older than 5? And less than 5?
9. Is there a trend for an increase in attention in the cases?

*Table No. 17:*

10. Are there any problems in managing human and animal corpses?

*Table No. 18:*

11. Is there a continuous (regular) supply of medicines and medical supplies?
12. Are the needs for medicines, medical supplies, or other supplies used for traditional medicine satisfied?
13. How many ambulances and vehicles are available in the municipality to transport injured?

*Table No. 19*

14. Which health centres (including laboratories and blood banks) are functioning and of those that are not functioning, what is the damage?
15. How many beds are available in the health centres that are operational?
16. Is water and electric energy available in those health centres?

*Table No. 75*

17. Who is working in the health sector?<sup>10</sup>

*Table No. 21*

18. What disaster response actions have been provided in the health sector up to this moment?

*Table No. 22*

19. What are the main health needs in the response to the disaster?

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<sup>10</sup> Governmental institutions, non-governmental institutions, civil society.

## 9.5 Water

Source: Ministry of health, Ministry of water, local water authorities, local clinics, humanitarian organisations (local and international), communities, observation

*Table No. 75:*

1. Who is in charge of the local water system (s) (community group, committee, national authority)?

*Table No. 23*

2. Was there a safe water supply in the municipality before the disaster?

*Table No. 24*

3. Has the water supply in the disaster zone been affected?
4. Has the affectation been in quality, quantity or continuity?

*Table No. 25*

5. How many dwellings or shelters do not have water?

*Table No. 26*

6. Which sources were not affected by the disaster?
7. Which sources have been damaged, contaminated, or destroyed?

*Table No. 27*

8. Are there alternative surface or subterranean sources of water supply?

*Table No. 75*

9. Who is working in the water sector?

*Table No. 29*

10. What has been done up to the moment for response in water?

*Table No. 30*

11. What are the main water needs in the response to the disaster?

## 9.6 Basic and environmental sanitation

Source: Ministry of health, Ministry of water, local water authorities, local clinics, humanitarian organisations (local and international), communities, observation

*Table No. 75*

1. Which institutions are in charge of; latrines, sewer systems and septic tanks?
2. Which institutions are in charge of monitoring the contamination of hydro, air, and ground sources?

*Table No. 31*

3. Are the sanitation systems in the zone (latrines, sewer systems, and septic tanks) functioning?

*Table No. 32*

4. Is the disposal system of solid waste, grey/black waters and rubbish functioning?

*Table No. 33*

5. Are there signs of contamination in the air, water and soil?

*Table No. 34:*

6. What are the risks of diseases produced by vectors?

*Table No. 75*

7. Which other institutions are acting in; latrines, sewer systems and septic tanks and monitoring of contamination in hydro, air and ground sources?

*Table No. 36*

8. What has done been up to the moment done as response in; latrines, sewer systems and septic tanks and monitoring the contamination of hydro, air, and ground sources?

*Table No. 37*

9. What are the main needs in; latrines, sewer and septic tanks and monitoring contamination of hydro, air and ground sources?

## **9.7 Food and nutrition**

Sources: Ministry of health, studies in nutrition, studies in health demographics, local clinics, humanitarian organisations, communities (particularly women), Farmers, Ministry of Agriculture, Food and Agriculture organisations, market vendors, studies, communities, workers.

*Table No. 75*

1. Which institution is in charge of the food and nutrition sector?

*Table No. 38*

2. How many plots have been sown? With which products?
3. Has the loss of crops in seeded plots been partial or total?

Table No. 39

4. Which agricultural products have been affected for the next harvest and in what quantity?

Table No. 40

5. Has there been a loss of animals, in what quantity and how many families have been affected?

Table No. 41

6. Has there been a loss of productive goods (tools, agricultural machinery and others) from the population, what quantity has been lost and how many families have been affected?

Table No. 42

7. What are the three main sources of income of the families affected and what has been the level of affectation of each of them?

Table No. 43

8. What were the main food sources of the affected family before the disaster? What are they after the disaster?

Table No. 44

9. Are affected families consuming food in a larger, equal, or lesser quantity than before the disaster?

Table No. 45

10. Are there facilities to prepare food among the affected families?

Table No. 46

11. Does the affected population have a reserve of food? And for how long?
12. Do the families have the capacity to buy or access food?

Table No. 47

13. Who is distributing food?

Table No. 49

14. What response actions are being carried out in the food and nutrition sector?

Table No. 75

15. Who is working in the food and nutrition sector?

Table No. 50

16. What are the main needs in the food and nutrition sector after the disaster?



## 9.8 Shelter

Source: Meteorological Records, climactic studies, local authorities, communities, observation

*Table No. 75*

1. Which institution is responsible for shelters and displaced population?

*Table No. 51*

2. How many shelters are operational and where (churches, schools and others)?
3. How many people (men and women) are in shelters and how many are under 5 years old?
4. What capacity of people does the shelter have?
5. Is the shelter accessible?
6. Is the shelter temporary and for how long?
7. Is the shelter located in a risk zone?

*Table No. 52*

8. Are there enough shelters in the disaster zone?

*Table No. 53*

9. Do the shelters have basic services (water, sanitation, electricity, recreation, safe spaces, storage, logistic accessibility, etc.)?
10. How many hygiene services or latrines does the shelter have? Are they separated for men and women and are they illuminated?
11. What is the internal and external security in the shelters? Who is responsible to guarantee the security at each level?

*Table No. 75*

12. Which institutions or organisations are working in the shelter sector?

*Table No. 55*

13. What has been done up to the moment for response in shelters?

*Table No. 56*

14. Which are the main needs not satisfied in shelters?

## 9.9 Livelihood (early recovery)

Sources: Market dealers, farmers, labourers, employees, transportation companies.

*Table No. 75*

1. Which institution is in charge of coordination of livelihoods or early recovery?

*Table No. 57*

2. What has been the affectation in the different economic activities in the disaster zone?
3. In which economic sector is work fundamental for men and/or women and how many families?

*Table No. 58*

4. Has any increase been noted in the prices of food, basic goods, land, and construction material?
5. What has been the cause (operational, access, speculation) for the increase in prices?
6. What are the existing mechanisms for regulating prices?

*Table No. 59*

7. What the reconstruction strategies that are being used?
8. Are the recovery strategies short or medium term?
9. Are the reconstruction strategies reducing or increasing vulnerability?

*Table No. 60*

10. Which are the affected areas with the greatest vulnerability to new disasters?

*Table No. 61*

11. Is there any type of community organisation supporting the recovery? Did it exist before the disaster?

*Table No. 62*

12. How many dwellings were affected?
13. What proportion of affected dwelling has been total or partial?
14. Can the dwellings in the affected zone be recovered?
15. Do the properties where the dwellings have been affected have titled?

*Table No. 63*

16. Is there available land to relocate the affected to less vulnerable areas?

*Table No. 75*

17. Which organisations and institutions are working in early recovery?

*Table No. 65*

18. What has been done until this moment in early recovery?

*Table No. 66*

19. What are the main early recovery needs for the affected population?

## 9.10 Protection

Sources: local authorities, humanitarian organisations (local and international), religious leaders, lawyers, human rights organisations, social and health workers, communities (especially women and children)

*Table No. 75:*

1. Which institution is in charge of protection of vulnerable groups (infants, seniors, women (pregnant))?

*Table No. 67*

2. How many children are orphaned due to the disaster? Do they have identification/documentation?
3. How many boys and girls separated from their family are in the disaster zone, how many of each? Do they have identification/documentation?

*Table No. 68*

4. Number of reports of mistreatment, rape and/or sexual abuse?

*Table No. 69*

5. Are there mechanisms or elements that facilitate the registering/monitoring of cases of mistreatment, abuse, and violence?
6. Are there institutional organizations and non-governmental organisations that are working in psychosocial support?
7. Which organisms and/or institutions are working in protection of rights?

*Table No. 70*

8. What are the main barriers for the compliance of basic principles to make actions of protection for children, adolescents, men, and women, ethnic and religious groups effective?

*Table No. 71*

9. Are there signs of discrimination?

*Table No. 73*

10. What are the main protection actions for the response to the disaster?

*Table No. 74*

11. What are the main protection needs?

## **9.11 Organization and Coordination**

Sources: Country response organisations, national and local authorities, humanitarian assistance organisations.

*Table No. 75*

1. Who is in charge of coordinating the humanitarian assistance?
2. Who is responsible for security in the disaster zone?

*Table No 76*

3. What are the coordination mechanisms (EOC) for humanitarian assistance in the disaster zone?
4. Which civil society organisations are active and what are they doing?

*Table No. 77*

5. How is the flow of information in the disaster zone at the national level and vice versa?

*Table No. 79*

6. What are the main actions that have been carried out in organisation and coordination for the response to the disaster?

*Table No. 80*

7. What are the main needs to improve the coordination?

## **9.12 Education**

Sources: Schools, community leaders, teachers.

*Table No. 75*

1. Which institution is in charge of education?

*Table No. 81*

2. How many schools have been affected and what percentage does this represent in the disaster zone?
3. Is it during the school year?

*Table No. 82*

4. How many students are in the disaster zone?

*Table No. 83*

5. What is the estimated loss in furnishings and didactic material in the disaster zone?

*Table No. 85*

8. What are the main actions carried out in the education sector?

*Table No. 86*

9. What are the main education needs for the disaster response?

## 10. SHORT CHECK LIST FOR RAPID ASSESSMENT

The short checklist is a reference for interviews or for writing reports. It is a memory aid that helps to ensure that all of the indicators have been covered with available information. It is always open to new information that may arise.

Sector	Indicator
<b>General Situation of the Population</b> <i>Population. Structure of the population</i>	
<b>Geographic Situation</b> <i>General Topography. Main Rivers. Type of area affected and socio economic characteristics. Accessibility. Availability of services of electric energy, communication and fuel. Special conditions</i>	
<b>Health Situation</b> <i>Health personnel, Health of the people, causes for attention per type of illness, availability of medicines, medical supplies and others. Health establishments. Problems with the disposal of corpses.</i>	
<b>Food and Nutrition</b> <i>Calculate the losses. Affection of sources. Food consumption. Means to prepare food. Food reserve: Assistance</i>	
<b>Water</b> <i>Distribution of water before the disaster. Affection of the quality, quantity, or continuity of the provision of water. Availability (or lack) of water in dwellings and shelters. State of water sources in the zone. Alternative sources of water supply</i>	
<b>Basic and Environmental Sanitation</b> <i>Functioning of sanitation system: latrines, sewer systems and septic tanks. Waste disposal systems: solid, discharge of grey/black waters and rubbish. Contamination levels. Risks of diseases from vectors.</i>	
<b>Shelters</b> <i>Demand for shelters. Number and types of shelters. Number of people in shelters. Basic services in shelters. Needs of the population in shelters. Accessibility of the shelter. Temporality conditions of the shelter and Risk level</i>	
<b>Livelihood (recovery)</b> <i>Activities affected. Predominant Sector. Increase in prices. Length of terms of recovery strategies. Organization surrounding the recovery. Type of affection of dwellings. Affected areas with greater vulnerability. Availability of land.</i>	
<b>Protection</b> <i>Situation of orphans or children separated from their families. Reports of mistreatment, rape, and sexual abuse. Registering and monitoring of mistreatment. Psychosocial support. Organisations in protection of rights. Main barriers to the fulfillment of basic principles. Signs of discrimination.</i>	
<b>Education</b> <i>Affection of schools. Number of students. Proportion of loss of furnishings and didactic material.</i>	
<b>Organization and Coordination</b> <i>Organisation responsible per theme. Mechanisms of coordination. Existing contributions in emergency supplies, money, and personnel. Flow of information.</i>	

## **11. RAPID ASSESSMENT FORM**

This form is designed to include specific information and additional comments gathered from observations. It is useful for consolidating information compiled from different geographic points and from different people.

**RAPID HUMANITARIAN ASSESSMENT FORM  
Municipal Level**

**Table No. 1: Data Form**

Country:	Responsible:
Main Event:	Date and Time of event:
Department (Province)	Organization:
Municipality:	Assessment/Report date:
GPS Coordinates:	Participating Organizations:

**Table No. 2: Summary of Municipality Situation**

	Affection			Availability of Information			Recommendations
	High	Medium	Low	Partial	Regular	Good	
General Situation							
Health							
Water							
Basic & Environmental Sanitation							
Food and Nutrition							
Shelters							
Livelihood							
Protection							
Organization & Coordination							
Education							

**Table No. 3: Summary of Main Needs**

	Needs	Number of persons/family	Observations
General Situation			
Health			
Water			
Basic & Environmental Sanitation			
Food and Nutrition			
Shelters			
Livelihood			
Protection			
Organization & Coordination			
Education			

**SITUATION OF GENERAL POPULATION**

**Table No. 4: General Situation of the Population Before the Disaster**

Country	Total Population	% Women	% Men	No. persons/family	No. handicapped or special persons	Population Density (person/km <sup>2</sup> )	Poverty Rate

**Table No. 5: General Situation of Population After the Disaster**

Population of Municipality	All persons affected	All persons displaced	Families Affected	Number of deaths	Number of Missing	Number of children under 5	Number of pregnant women	Number of Seniors

**Table No. 6. Characteristics of the Disaster Zone**

Urban Proportion (%)	Rural Proportion (%)	Economic Activity (agricultural, cattle, commercial, industrial, others)	Ethnic Groups (cultural, special languages)	Observations

**GEOGRAPHIC SITUATION**

**Table No. 7 Geographical Situation of the Disaster Zone**

Affected Areas	Type of Event	Level of Reoccurrence	Affected Surface km <sup>2</sup>	Topography or relief	Main rivers	Climate Conditions	Observations

**Table No.8 Accessibility to the Municipality and Affected Zones**

	Land transportation	Air transportation	Fluvial/maritime transportation	Departure from:	Arrive at:	Observations
To the head of the municipality						
Routes to affected zones						

**Table No. 9 Availability of Electric Energy, Communication and Fuel in the Disaster Zone**

	Operational	Intermittent	Non-operational	Why?	Observations	Table No.10 Special Considerations
Electric Energy						
Telephone/fax						
Cellular Telephone						
Radio transmitter						
Television						
Radio communication						
Fuel Distribution						

**Table No. 11 Conclusions**

Affection	Information
High	Partial
Medium	Regular
Low	Good

**Table No. 12 Actions & Recommendations**

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**Table No. 13 Main needs**

Needs	Quantity	No. Families	Observations



HEALTH

Table No. 14 Level of Affection to the Health Personnel

	Deaths	Injured	Available	Observations
Doctors				
Nurses				
Technicians				
Services				

Table No. 15 Number of injured - treatment and care

	Serious	Light	Total	Treatment Needed	No. Injured at Health Centres	Care of ill persons (W/M)	Observations
Number of injured							

Table No. 16 Causes of Care to Affected Municipality and Number of Men, Women by Age

	Under 5		Over 5		Total		Before		Tendency	Observations
	W	M	W	M	W	M	W	M		
Burns										
Intoxication										
Trauma										
Mental disorders										
Chronic Illnesses										
EDAs										
IRAs										
HIV/AIDS										
Malnourishment										
Other Cause										
TOTAL										

Table No. 17 Disposal of Corpses

	YES	NO
Are there any problems for disposal of human corpses?		
Are there any problems for disposal of animal corpses?		
Observations		

Table No. 18 Availability of Medicines, Medical Supplies and Others

	Extra Provisions	Extra Provisions	Satisfy the needs (Yes/No)	Observations
Medicines				
Medical supplies				
Other				
Ambulances				

Table No. 19 Health Establishments in the Disaster Zone

Name of Place	Category	Operational (%)	Non-Operational (%)	Type of damage	No. of beds available	Water (Yes/No)	E. Energy (Yes/No)	Observation

Table No. 20 Conclusions of Situation

Affection	
High	
Medium	
Low	

Information	
Partial	
Regular	
Good	

Table No. 21 Main Actions & Recommendations

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Table No. 22 Main Needs in health

Needs	Quantity	No. Families	Observations

**WATER**

**Table No. 23 Water supply before the disaster**

	Yes	No	Observations
Was there water supply before the disaster?			

**Table No. 24 Affection to Water supply**

	Quality	Quantity	Continuity	Observations
Affection to the water supply				

**Table No. 25 Water Availability**

	Dwellings (%)	Shelters (%)	Observations
No water available			

**Table No. 26 State of water sources in the municipality**

Water Source	State				Observations
	Working same as before the disaster	Damaged	Contaminated	Destroyed	
Wells					
Rivers/streams					
Storage Infrastructure					
Aqueduct					
Spring					
Others					

**Table No. 27 Alternative sources of water supply**

	Yes	No	Observations
Surface			
Subterranean			

**Table No. 28 Conclusions**

Affection		Information	
High		Partial	
Medium		Regular	
Low		Good	

**Table No. 29 Main Actions & Recommendations**

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**Table No. 30 Main needs in water**

Needs	Quantity	No. Families	Observations

**BASIC & ENVIRONMENTAL SANITATION**

**Table No. 31 Performance of Sanitation system**

	Operating		No. of Units Damaged	Observations
	Yes	No		
Latrines				
Sewer System				
Septic Tanks				

**Table No. 32 Waste disposal systems**

	Operating		Observations
	Yes	No	
Solid waste			
Discharge of grey/black waters			
Rubbish disposal			

**Table No. 33 Signs of contamination**

	Contaminated		Observations
	Yes	No	
Air			
Water			
Soil			

**Table No. 34 Risks of disease produced by vectors**

	Observations
What are the risks of disease produced by vectors?	

**Table No. 35 Conclusions**

Affectation		Information	
High		Partial	
Medium		Regular	
Low		Good	

**Table No. 36 Main Actions & Recommendations**

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**Table No. 37 Main needs in sanitation**

Needs	Quantity	No. Families	Observations

**FOOD & NUTRITION**

**Table No. 38 Loss of crops**

	Number of Plots			Recoverable		Observations
	Seeded	Total Lost	Partially Damaged	Yes	No	
Corn						
Beans						
Rice						
Sugar Cane						
Coffee						
Wheat						
Potatoes						
Others						

**Table No. 39 Estimated Crops Lost for Next Harvest**

Agricultural Products	Estimated loss in quantity	Observations

**Table No. 40 Loss of animals**

	Quantity Lost	Number of Families Affected	Observations
Cows			
Goats/sheep			
Pigs			
Horse/donkey			
Birds			

**Table No. 41 Loss of productive goods**

	Quantity Lost	Number of Families affected	Observations
Lands for Crops			
Fishing goods: nets, boats, freezer			
Tools, Machinery			
Other goods			

**Table No. 42 Source of income**

Three main normal sources of income of families affected	Total affected	Partially affected	Not affected	Observations

**Table No. 43 Food Sources**

Main source of food for affected families	Before the disaster	After the disaster	Observations
Self production			
Purchase			
Donations/food aid			
Exchange			
Collection			

**Table No. 45 Means for the families affected to prepare food**

	Yes	No	Observations
Water			
Kitchens			
Fuel/fire wood for cooking			
Utensils for kitchens			

**Table No. 44 Food consumption**

Affected families are consuming the following food	Equal quantity than before the disaster	Lesser quantity than before the disaster	Larger quantity than before the disaster	Don't usually consume this food	Observations
Basic grains (corns, rice)					
Beans/lentils					
Animal food products (meat, chicken, milk, eggs)					
Sugar cane					
Oil					
Sugar					

**Table No. 46 Food reserves**

	Yes	No	Observations
Do the affected families have food?			
How long would the reserves last?			
Do the families have capacity to buy/access food?			

**Table No. 47 Food interventions**

Food distribution	Organization	Products distributed	Available inventory	Existing Program		Observation
				Yes	No	

**Table No. 48 Conclusions of Situation**

Affection	Information
High	Partial
Medium	Regular
Low	Good

**Table No. 49 Main Actions & Recommendations**

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**Table No. 50 Main needs in food and nutrition**

Needs	Quantity	No. Families	Observations

**Table No. 51 Type of Shelter**

**SHELTERS**

Name of Shelter	Type	Number of persons in shelters	Men	Women	Children under 5 years	Capacity in persons	Observation

Name of Shelter	Type	Accessibility	Permanent or temporary	Location of risk area	Observation

**Table No. 52 Basic Services in shelters**

Name of Shelter	Type	Availability of services					
		Water	Sanitation	Electricity	Recreation	Safe spaces	Storage

Name of Shelter	Type	Number of Latrines/bathrooms	Separation Women & men (Yes/No)	Illumination	Internal/External Security	Responsible for Security

**Table No. 53 Sufficient shelters**

	Yes	No	Observations
Are there sufficient shelters?			

**Table No. 54 Conclusions**

Affectation	
High	
Medium	
Low	

Information	
Partial	
Regular	
Good	

**Table No. 55 Main Actions & Recommendations**

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**Table No. 56 Main Needs in Shelters**

Needs	Quantity	No. Families	Observations

**Table No. 57 Affection by sector**

**LIVELIHOOD**

Activity (agriculture, cattle, fishing, industrial, commerce & others)	Affection			Sectors Mainly Female and Male	No. of Families	Observations
	High	Medium	Low			
Corn						

**Table No. 58 Increase of prices**

	Increase of Prices		Causes (performance, access, speculation)	Are there regulation mechanisms for prices	Observation
	Yes	No			
Food					
Basic goods					
Land/construction materials					

**Table No. 60. Which are the affected areas with greater Vulnerability to new disasters**

Areas	Vulnerability

**Table No. 61 Recovery Strategy**

Describe Strategy	Term		Vulnerability		Observation
	Short	Middle	Increase	Decrease	

**Table No. 61.Social organization around the recovery**

Social organization for recovery	New	Existing	Observation

**Table No. 62 Affection to dwelling**

Number of dwellings affected	Type of affection		Is the Zone Recoverable		Portion of Land owners (%)	Observation
	Total	Partial	Yes	No		

**Table No. 63 is there land available to relocate the affected to areas less vulnerable?**

Areas Less vulnerable	Yes	No

**Table No. 64 Conclusions**

Affection	Information
High	Partial
Medium	Regular
Low	Good

**Table No. 55 Main Actions & Recommendations in livelihood**

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**Table No. 56 Main needs in livelihood**

Needs	Quantity	No. Families	Observations

**Table No. 67 Situation of Children**

**PROTECTION**

	Total Number	Boys	Girls	Identification/documentation	Observation
Orphans					
Separated from parents					

**Table No. 68 Reports of mistreatment, rape and sexual abuse**

	Mistreatment	Rape	Sexual Abuse	Observation
Number of reports				

**Table No. 69 Protection**

	Yes	No	Observation
Have there been instances, registration or monitoring of mistreatment, rape and sexual abuse?			
Are there organizations that work in psychosocial support			
Are there organizations that work for the protection of rights			

**Table No. 70 Barriers for the fulfilment of basic rights**

	Barriers
Main barriers for the fulfilment of basic protection principles and actions	

**Table No. 71 Signs of discrimination**

	Yes	No	Observation
Are there signs of discrimination?			

**Table No.72 Conclusions**

Affectation	
High	
Medium	
Low	

Information	
Partial	
Regular	
Good	

**Table No. 73 Main Actions & Recommendations**

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**Table No. 74 Main needs in protection**

Needs	Quantity	No. Families	Observations



**Table No. 75 Organization**

**ORGANIZATION & COORDINATION**

Organization	Health	Water	Sanitation	Shelters	Protection	Food	Livelihood (recovery)	Education	Humanitarian A. Coordination	Security
Responsible at National level										
Responsible at Departmental level										
Responsible at Municipal level										
Other actors										

**Table No. 76 Coordination Mechanisms**

Coordination Mechanism	Yes	No	Observation
National			
Departmental (intermediary)			
Municipality			
Social Civil organizations			

**Table No. 77 Information flow**

Information flow	National	Departmental	Municipality	Observation
National				
Departmental (intermediary)				
Municipality				
Civil Social organizations				

**Table No.78 Conclusions**

Affectation		Information	
High		Partial	
Medium		Regular	
Low		Good	

**Table No. 79 Main Actions & Recommendations**

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**Table No. 80 Main needs in organization and coordination**

Needs	Quantity	No. Families	Observations

Table No. 81 Affection to schools

**EDUCATION**

	Existing	Affected	Percentage	Class period (Yes/No)	Observation
Number of schools					

Table No. 82 Number of Students

Municipality	No. of Students	Observations

Table No. 83 Loss or affection to furnishings and didactic materials

Municipality	Furnishings	Material	Observations

Table No.84 Conclusions

Affection	
High	
Medium	
Low	

Table No. 85 Main Actions & Recommendations

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Table No. 86 Main needs in education

Needs	Quantity	No. Families	Observations

## 12. REPORTS

The reports derive from the rapid assessment for humanitarian assistance are the Situation Reports (SitReps) and the Flash Appeal (if necessary).

### 12.1 Situation Reports

The following format is used by OCHA for the preparation of the Situation reports.

#### Date/Time

- Time (local)/Time (GMT), Date, Month, Year

#### Situation

- Natural Disaster
- Affected area
- Impact
- Evolutionary Projections/secondary threats

#### Country internal response

- Organization: national and local authorities
- Administrative methods
- Operations
- Limitations

#### International Response Level in the field

- International Resources that arrived at the field or that have been deployed
- Coordination
- Limitations

#### Assistance

- Assistance for priority needs

#### Means of Delivery of International Assistance

- Logistic and distribution systems
- Possible channels for contributions

#### Other information

### 12.2 Flash Appeal

This document is an extract of the "Guidelines for Flash Appeals", IASC, CAP Sub-Working Group, (Draft: Revised July 2006)

## 1. Executive Summary

- The crisis
- Priority needs and humanitarian response plan
- Required amount of financial resources
- Time of implementation of the Flash Appeal resources

## 2. Context and humanitarian consequences

### 2.1 Context

- What is happening?
- Where?
- What has been happening since the disaster?

### 2.2 Humanitarian consequences

- Who are the most affected?
- Which are the main direct and immediate needs of the disaster?
- Which are the priority sectors of response?

## 3. Response Plan

- Included for each theme as per decision of the Country Team (UNDMT)

## 4. Roles and responsibilities

## 13. ANNEXES

### 13.1 Principles for the Management and Exchange of Humanitarian Information

**Accessibility** Information and humanitarian data should be accessible to all humanitarian actors through easy to use forms and, when necessary, it should be translated to the common or local language. The information and data for humanitarian purposes must be widely available through a variety of distribution channels, online or offline, including media.

**Integration** The management and exchange of information should be based on cooperation and alliance systems, and should be shared with a high level of participation and appropriation by the multiple actors, especially representatives of the affected population.

**Inter-operability** All data and information that can be shared should be available in formats that are easily recovered, shared, and used by the humanitarian organisations.

**Responsibility** Users should be able to evaluate the credibility of the data and the information by knowing the sources. Information providers should be responsible to their associates and actors for the content of what they publish and distribute.

**Veracity** Information should be precise, coherent and based on serious methodology, validated by external sources and analyzed within the appropriate conceptual frame work.

**Relevance** Information should be practical, flexible, sensible, and motivated by operational needs supporting decision making through all phases of the crisis.

**Objectivity.** Those in charge of information management should consult a variety of sources when analyzing and collecting information so that they can provide varied and balanced perspectives regarding problems and recommend solutions.

**Humanity.** Information should never be used to distort, trick, or cause damage to affected populations or populations at risk and should provide respect and recommend solutions.

**Opportunity.** Humanitarian information should be efficiently collected, analyzed, and distributed as well as updated.

**Sustainability.** Humanitarian information and data should be conserved, catalogued and filed so that it can be recovered for future use, as well as used for preparation, analysis, lessons learned and evaluations.

### 13.2 Main Search and Rescue (SAR)<sup>11</sup> Indicators

Determine how many structures have collapsed in the affected urban area:

What types?  
Hospitals, dwelling structures, schools<sup>12</sup>

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<sup>11</sup> This section was revised by Mr. Joseph Bishop, international expert.

<sup>12</sup> Consider occupations in relation to the hour in which the seismic activity was produced; for example hospitals have high occupancy 24 hours, hotels usually have high occupancy during the night, schools during working hours etc. These are trustworthy indicators at the hour of calculating a possible number of trapped.

Identify buildings with reinforced cement which can have trapped victims:

- Apartments
- Industrial constructions
- Governmental constructions and private offices
- Installations that can create hazards

Determine the construction material of the predominant buildings

Determine the probability of finding survivors

Describe the local search and rescue capacity and the requirements

Determine the type of need (*based on the countries having a "BREC Group"*):

- Search with technical team and/or dog
- Rescue with vices, extraction, cutting, excavation and an illumination team
- Doctors with team and assistance in extracting victims

Special operations to remove dangerous materials, demolition, reinforcement of dangerous structures and emergency repairs.

### 13.3 Instructions for completing the form

#### Instructions for completing the information contained in the form

##### GENERAL

- The form will be applied at the municipal level
- Some parts of the information required in the form can be collected from general statistics from the country, census of other sources.
- The information required in the form considers the basic aspects for carrying out a rapid humanitarian assessment. For conditions after the disaster, it is possible that part of the information can not be completed in a field visit or an interview. This situation should not limit or delay the analysis, leave the pending information to be completed in the following hours or days.
- It is important to include the source of the information of the collected data.
- The space reserved for observations should be used for any type of comment that arises in regards to the information completed in the form.
- The section number corresponds to the number of the table in the evaluation form.

#### Table No. 1. Data for the form

**Country:** Name of the country where the assessment is being carried out

**Department/Province:** Also consider the region or state. It is the intermediary level between the national and the municipal level (there can be more levels) in the political division of the country affected by the disaster.

**Municipality:** the name of the municipality or subsidiary level of the departmental level. For the assessment, it is the largest level of detail in which the rapid humanitarian assessment will be carried out.

**Coordinates:** Include the latitude and longitude coordinates proportionate to GPS (Global Positioning for Satellite) in the location of the municipal offices.

**Responsible:** First and last name of the person responsible of carrying out the rapid assessment.

**Hour and date of the start of the event:** Date and hour of the start or record of the event. This will help to estimate the time that has passed until the undertaking of this assessment.

**Organization:** Name of the organisation from which the person responsible for carrying out the assessment.

**Assessment date and hour:** Date of the assessment. Hour in which the assessment began.

**Date of presentation of report:** Date of presentation of report.

**Participating Organisations:** Organisations that make up the rapid assessment team.

### Table No. 2. Summary of the situation of the municipality

The information contained in this table represents the general summary of assessment of each theme in the section corresponding to the level of affectation, availability of information and summary of main recommendations.

### Table No. 3. Summary of main needs

Represents a summary of the main needs identified in each area of the assessment and the number of people or families requiring this humanitarian assistance.

## GENERAL SITUATION

### Table No. 4. General situation of the population before the disaster

This information should be completed with sources of information accessible from country statistics.

**Total population of the country.** Population of the country and municipality according to national statistics, indicate the year and the source.

**Proportion of men and women:** Presented en percentage of national level.

**Number of persons/family:** National average number of people that make up a family.

**Number of persons disabled or with special conditions:** Information extracted from data at the national level.

**Population density:** Habitants per squared kilometre en a general national average.

**Poverty Index:** This data corresponds to the national level.

### Table No. 5. General situation of the population after the disaster

**Total number of population of the municipality:** Total population.

**Total number of persons affected:** Total persons affected and displaced by the disaster in the municipality.

**Number of displaced persons:** Total of persons who have had to abandon their dwellings due to their destruction or for another reason.

**Number of affected families:** This data can come from the census or be calculated by dividing the affected population by the number of persons per family.

**Number of deaths:** Number of deaths caused by the event.

**Number of missing persons:** Number of persons reported as missing.

**Number of children under 5:** Overall number of children that have been affected.

**Number of pregnant women:** Number of women compared to the total affected population.

**Number of seniors:** Persons of both sexes that have been affected and are older than 65.

#### Table No. 6. Characteristics of the disaster zone

**Proportion of the urban and rural population:** Describe the percentage of the population that is considered urban and rural within the affected municipality. The interpretation between urban and rural should be the same that is used by the affected country.

**Economic Activity:** Corresponds to the description of the main activities that are undertaken in the municipality and its main productive vocation and generation of income and jobs.

**Ethnic groups:** Describe ethnic groups and the use of native languages in the municipality.

#### Table No. 7. Geographic situation of the zone

**Specific zone affected:** Describe specific zones that have been affected within the municipality.

**Type of event:** Type of adverse event in the specific zone within the municipality.

**Level of historical reoccurrence of the event:** Describe the frequency in terms of time in which the event reoccurs it can be expressed in times per year or times in a period of years.

**Affected area:** Express en kilometres squared the area affected within the specific zone or within the municipality. This data will directly refer to the proportion of the affected surface in the municipality, its relationship with the population density and the type (urban or rural).

**Topography (mountainous, plains, low coastal):** Predominant topography in the affected zone.

**Main rivers in the affected area:** Describe the names of the rivers that are within the affected zone.

**Climate:** Describe the current climate: rainy, dry, hot or cold and the presence of strong winds.

#### Table No. 8. Access to and in the disaster zone

In all cases this refers to the way of arriving at the head or capital of the municipality and the possibility of transiting from the head of the municipality to the zones specifically affected. Types of transportation that can be used:

**Land:** Specify the distances of the roads

**Air:** Specific the name of the airports and their locations

**Fluvial/maritime:** Specify the ports on navigable rivers or marine ports

**Departing from:** Describe the place which should be used for departure

**Arriving at:** Describe the specific arrival place.

**Observations:** Specify the time that the trip takes and the sections that are blocked or not useable.

#### Table No. 9. Availability of electric energy, communication and fuel in the disaster zone

Establish the availability of these services in the affected community and the reason for any shorts; electric energy, telephone/fax, mobile telephone (cellular). Public, private, and amateur radio communication networks. Press such as radio and television with local stations or reception of stations located outside of the community. Distribution and sales of fuel for vehicles and ships. The categories for these services include:

**Operational:** The same as before the disaster

**Intermittent:** The presence of shorts. Determine how many hours a day the services is not available.

**Non operational:** Is not operating.

**Reason:** Explain the reasons why these services are not operational.



**Table No. 10. Special considerations in the disaster zone**

Specify the possible presence of political or social conflicts or problems with ethnic, religious, or cultural minorities. Major movements of the population from and to the affected zone. Security problems and anything else that the assessor can observe in the disaster zone.

**Table No. 11. Conclusions for the general situation**

**Level of Affection:** Calculate starting with the relationship between:

- Affected population vs. Total population of the municipality
- Affected surface vs. Total surface of the municipality
- Availability of services
- Level of accessibility

**Availability of information:** Estimate starting from:

- Partial:** There are no public reports or there is contradictory information.
- Regular:** Information obtained by governmental sources and other social, non-governmental, or international organisations.
- Good:** Official documents issued by government authorities

**Table No. 12. Main actions and recommendations for the general situation**

Describe the main actions carried out and provide recommendations related with the analysis of the information.

**Table No. 13. Main needs in the general situation**

Establish the main identified needs, in quantity and the number of families or persons that require them.

**HEALTH**

**Table No. 14. Level of Affection of health personnel**

Describe the number of deaths, injured, or available health personnel. Include persons who practise traditional medicine. The level of technician also includes health promoters or personnel trained in first aid.

**Table No. 15. Number of injured, their treatment and care**

Determine the number of injured attended to by classification of their level of affection (serious or light) and the special treatment needs to establish the need for evacuation.

**Treatment needs:** Consider the need for evacuating the injured for more specialized treatment.

**Number of injured in health centres:** The number of injured that are in health establishments

**Care for ill:** The number of men or women that are taking care of ill persons en their family dwellings.

**Table No. 16. Causes for care in the affected municipality and the number of men / women by age**

Information related to the causes for medical attention, statistics from before the disaster and as a consequence of the disasters is generally generated by health systems. Disaggregate information for men and women, children under 5 years and older than 5 years.

**Before the disaster:** Refer to the number of cases for attention in the period before the disaster.

**Possible future trends:** Increase, constant, or decrease.

#### Table No. 17. Disposal of corpses

Are there problems related to the disposal of human and animal corpses.

#### Table No. 18. Availability of medicines, medical supplies, and others

Is the provision regular or extraordinary and does it satisfy the current needs of the municipality in:

- Medicines
- Medical supplies
- Other – related to traditional medicine
- Ambulances

#### Table No. 19. Health centres in the disaster zone

**Name or place:** Health centres, blood banks, and laboratories.

**Category:** According to that established by the health sector in the affected country.

**Operational (%):** The percentage that is it operational

**Non operational:** Has lost its operational capacity and is not operating

**Type of damage:** Describe if the damage is structural or operational.

**Number of available beds:** Beds available after the disaster

**Availability of water (yes/no):** Compare the conditions prior to the disaster or with the Sphere standards (40 liters/bed/day).

**Availability of electric energy:** Observe the availability of electric flow. If it is intermittent, establish how many hours per day or if it generates its own energy.

#### Table No. 20. Conclusions for the health situation

**Level of Affectation** based on the following criteria:

- Number of injured vs. Total population or vs. Affected population
- Capacity of health centres to provide attention
- Increase or tendency for increase in cases for attention caused by the disaster

**Availability of information:** Estimate from:

**Partial:** There are no public reports or there is contradictory information.

**Regular:** Information obtained by governmental sources and other social, non-governmental, or international organisations.

**Good:** Official documents issued by the governmental authorities

#### Table No. 21. Main actions and recommendations for the health sector

Describe the main actions and provide recommendations related to the analysis of the information.

#### Table No. 22. Main health needs

Establish the main identified needs, in quantity and number of families or persons who require them.

## WATER

### Table No. 23. Water supply before the disaster

Describe if there was a water supply in the municipality before the disaster

### Table No. 24. Affected water supply

Type of affectation to the water supply:

**Quality:** Compared with the situation before the disaster

**Quantity:** Compared with the situation before the disaster. Refer to the Sphere standard (15 litres/person/day)

**Continuity:** In hours per day compared with the situation before the disaster

### Table No. 25. Availability of water

Percentage of dwellings and shelters in the municipality that do not have water.

### Table No. 26. State of water sources in the affected province

State of the existing sources of water in the municipality in conditions prior to the disaster, considering sources such as; wells, rivers/stream, infrastructure of the supply, aqueduct, water source (spring) and others. The condition determine:

**Operational:** In the same conditions as before the disaster

**Damaged:** It is possible to operate it with few reparations.

**Contaminated:** Not fit for human consumption

**Destroyed:** Requires partial or total reconstruction.

### Table No. 27. Alternative sources of water supply

Availability of alternative surface or subterranean sources. Specify the distance in flow capacity.

### Table No. 28. Conclusions for the water situation

**Level of Affectation** according to the following criteria:

Damage in quantity, quality and continuity of water provision

High proportions of dwellings and shelters without water

Damage to water sources

**Availability of information:** Estimate from:

**Partial:** There are no public reports or there is contradictory information.

**Regular:** Information obtained by governmental sources and other social, non-governmental, or international organisations.

**Good:** Official documents issued by the governmental authorities

### Table No. 29. Main actions and recommendations for the water sector

Describe the main actions and provide recommendations related to the analysis of the information.

**Table No. 29. Main water needs**

Establish the main identified needs, in quantity and the number of families or persons who require them

**BASIC AND ENVIRONMENTAL SANITATION**

**Table No. 31. Level of operation of the sanitation system**

Level of operation of latrines, sewer systems and septic tanks  
Number of damaged units or systems of latrines, sewer, and septic tanks

**Table No. 32. Systems of waste disposal**

Presence of systems of waste disposal; solids, grey/black waters and rubbish

**Table No. 33. Signs of contamination**

Perception of signs of contamination in the air, water, and/or ground as a consequence of the disaster

**Table No. 34. Risks of diseases produced by vectors**

Describe the degree of risk of disease due to the presence of vectors.

**Table No. 35. Conclusions for the basic and environmental sanitation situation**

**Level of affectation** according to the following criteria:

- Proportion of damage to sanitation systems
- Damage to systems of waste disposal
- Possibility of contamination

**Availability of information:** Estimate from:

- Partial:** There are no public reports or there is contradictory information.
- Regular:** Information obtained by governmental sources and other social, non-governmental, or international organisations.
- Good:** Official documents issued by the government authorities

**Table No. 36. Main actions and recommendations for the basic and environmental sanitation sector**

Describe the main actions and provide recommendations related to the analysis of the information.

**Table No. 37. Main needs in basic and environmental sanitation**

Establish the main identified needs, in quantity and number of families or persons that require them

## FOOD AND NUTRITION

### Table No. 38. Loss of crops

Determine the size of each plot in square meters

**Number of seeded plots:** With corn, beans, rice, sugar cane, coffee, wheat, potatoes, and others.

**Number of plots completely destroyed:** With corn, beans, rice, sugar cane, coffee, wheat, potatoes, and others.

**Number of plots partially damaged:** With corn, beans, rice, sugar cane, coffee, wheat, potatoes, and others

**Recoverable:** The possibility of recovering the seeded area.

### Table No. 39. Estimate the loss of crops for the next season

**Agricultural products:** Describe the products that could be lost.

**Estimate the loss in quantity:** Determine the percentage of the possible loss for the next harvest.

### Table No. 40. Loss of animals

**Quantity of cattle lost:** Cows, goats/sheep, pigs, horses/donkey and others.

**Number of affected families:** with the loss of animals.

### Table No. 41. Loss of productive goods

**Quantity of productive goods lost:** land for cultivation (hectares), goods for fishing (nets, boats, and freezers), tools and machinery and others.

**Number of affected families:** with loss of productive goods

### Table No. 42. Source of income

Identify the three main sources of income of the affected families.

**Percentage that has been totally affected** (of the total affected families)

**Percentage that have been partially affected** (of the total affected families)

**Percentage that have not been affected** (of the total affected families)

### Table No. 43. Food sources

Identify the main sources of food (self production, purchase, donation/food aid, exchange, recollection) of the affected population before and after the event.

### Table No. 44. Food consumption

The food consumption of the affected families, basic grains (corn, rice), beans and lentils, animal products (meat, chicken, milk, egg), oil, sugar, after the disaster is:

The same as before

Less than before the disaster

More than before the disaster

Normally do not consume this food

### Table No. 45. Means to prepare the food for the affected families

There are (or are not) means for the preparation of food in the following elements:

Water  
Kitchens  
Cooking fuel  
Kitchen utensils

#### Table No. 46. Food Reserves

**Do the affected families have food reserves?**

**How long will the reserve last?:** Specify dates, weeks or months

**Are the affected families in the capacity to buy or obtain food?**

#### Table No. 47. Food Intervention

Describe the food intervention that has already been registered in the municipality.

**Organisation:** Name of the organisation

**Products distributed:** Composition of the distributed rations - individual or family.

**Available Inventory:** In tonnes or number of rations

**Existing programmes (yes/no):** Was there a food distribution programme before the disaster.

#### Table No. 48. Conclusions for the food and nutrition situation

**Affectation levels** according to the following criteria:

Agricultural, animals and productive goods lost and the number of families

Affectation of source of income

Affectation of food sources

Affectation to reserves, purchase capacity and food accessibility

**Availability of information:** Estimated upon:

**Partial:** There are no public reports or there is contradictory information.

**Regular:** Information obtained from governmental sources and other social, non governmental or international organisations.

**Good:** Official documents issued by governmental authorities

#### Table No. 49. Main actions and recommendations for food and nutrition

Describe the main actions and issue recommendations related with the information analysis.

#### Table No. 50. Main needs in foods and nutrition

Establish the main identified needs, by quantity and the amount of families or persons that require them

### SHELTERS

#### Table No. 51. Type of shelter

**Name of shelter:** Specify the Name of the shelter

**Type:** camps, church, market, school, etc.

**Number of persons in shelters:** Total amount of persons in shelters, number of women, men, girls and boys under 5 years.

**Capacity of persons:** Number of maximum persons, considering the Sphere standards.

**Accessibility:** Accessibility to the shelter.

**Permanent or temporary (estimated time):** Estimated time that the shelter will be in operation.

**Location in the risk area:** Establish if the risk can be mitigated in case that the shelter is located in Risk area.

#### Table No. 52. Enough Shelters

Specify if there are enough shelters

#### Table No. 53. Basic Services in shelters

**Name and type of shelter:** Specify the name of the shelter

**Type:** Camps, church, market, schools, etc. and describe as best as possible their location

**Water:** Describe if there is water in the shelters in accordance with the standards.

**Sanitation:** Describe the sanitation in the shelter

**Electricity:** Describe if there is electric energy in the shelter

**Recreation:** Describe if there are spaces for recreation for children and adults in the shelter.

**Safe Spaces:** Describe the Security situation in the shelter.

**Storage:** Establish if there is available space to store supplies and food in the shelter

**Number of latrines/hygienic services:** Establish the number of latrines or hygienic services in accordance with the standard in the shelters.

**They are separated from men and women:** Describe if there is a separation between the hygienic services for men and women.

**Illumination:** Describe if there is illumination in public spaces in the shelter.

**Internal and external security:** Describe the level of internal or external security existing in the shelter.

**Responsible of Security:** Determine who is responsible for the Security in the shelter.

#### Table No. 54. Conclusions of shelters situation

Affectation levels with regard to the following criteria:

Amount of shelters and their demand

Number of persons in shelters vs. affected population

Time of permanence of the shelters

Availability of information: Estimated upon:

**Partial:** There are no public reports or there is contradictory information.

**Regular:** Information obtained from governmental sources and other social, non governmental or international organisations.

**Good:** Official documents issued by governmental authorities

#### Table No. 55. Main actions and recommendations for shelters

Describe the main actions and issue recommendations related with the information analysis.

#### Table No. 56. Main needs in shelters

Establish the main identified needs, by quantity and the amount of families or persons that require them

## LIVELYHOOD (EARLY RECOVERY)

### Table No. 57. Affection by sector

Identify the main productive activities that generate works in the municipality.

**Affection (high, medium, low):** Determined by the percentage of particular affection to each activity: For example; agricultural, affection to the seeded surface. Industry, prime material accessibility, transportation, storage.

**Principal male or female sector:** If the sector is composed mainly by women or men.

**Number of families:** Dedicated to this activity.

### Table No. 58. Increase of prices

Establish if food, basic goods, land, and construction material have registered an increase of prices.

**Causes (functioning, accessibility, speculation):** Cause of functioning means damage to the sources of supply or place of sale. Cause of accessibility means market access by the affected or providers. Cause of speculation derives from actions of the vendors.

**Mechanisms of regulation:** What kind of price regulation mechanism does the market or the government have?

### Table No. 59. Recovery Strategy

Describe if the recovery strategy assumed by the population is immediate or medium term. Does the strategy increase or decrease the vulnerability.

### Table No. 60. Affected areas with greater vulnerability

Describe the affected areas with greater vulnerability in the community.

### Table No. 61. Social organization surrounding the recovery

Did the social organization surrounding the recovery exist before the disaster or were they organized during the emergency.

### Table No. 62. Affection of dwellings

#### Number of dwellings affected

**Type of Affection:** Partial means that it can still be inhabited. Total affection means uninhabitable.

**The area is recoverable:** The area of affection of dwellings allows for reconstruction or the land has been lost.

**Land Owners:** Percentage of land owner families where the dwelling was located

### Table No. 63. Availability of land to relocate those affected

Describe the availability of less vulnerable lands where affected families can be relocated.



**Table No. 64. Conclusions of Livelihood situation**

**Affectation levels** with regard to the following criteria:

Affectation for economic activity  
Increase of cost of life  
Number of dwellings affected (families) vs. total number of families affected

**Availability of information:** Estimated upon:

**Partial:** There are no public reports or there is contradictory information.  
**Regular:** Information obtained from governmental sources and other social, non governmental o  
internationals organisations.  
**Good:** Official documents issued by governmental authorities

**Table No. 65. Main actions and recommendations for Livelihood**

Describe the main actions and issue recommendations related with the information analysis.

**Table No. 66. Main needs in Livelihood**

Establish the main identified needs, by quantity and the amount of families or persons that require them

**PROTECTION**

**Table No. 67. Children Situation**

Determine the total number of boys and girls with identification/documentation and if they are:

Orphans  
Separated from their families

**Table No. 68. Mistreatment, rape and sexual abuse reports**

Describe the number of cases reported for mistreatment, rape or sexual abuse, mainly to boys and girls.

**Table No. 69. Protection**

There are instances for registration or monitoring of mistreatment, abuse or violence  
Organizations that work in psychosocial support to the affected population  
Organizations that work for the protection of rights

**Table No. 70. Barriers for the fulfilment of the basic principles and actions of protection**

Main barriers for the fulfilment of the basic principles and actions of protection

**Table No. 71. Signs de Discrimination**

Verify the existence of signs of any type of discrimination.

### Table No. 72. Conclusions of protection situation

**Affectation levels** with regard to the following criteria:

Signs of Discrimination  
Number of children orphaned or living with their parents.

**Availability of information:** Estimated upon:

**Partial:** There are no public reports or there is contradictory information.

**Regular:** Information obtained from governmental sources and other social, non governmental or international organisations.

**Good:** Official documents issued by governmental authorities

### Table No. 73. Main actions and recommendations for protection

Describe the main actions and issue recommendations related with the information analysis.

### Table No. 74. Main needs in protection

Establish the main identified needs, by quantity and the amount of families or persons that require them

## ORGANIZATION AND COORDINATION

### Table No. 75. Organization

Determine the actors of the national, departmental, municipality level, other actors (NGOs, Neighbourhood Associations, etc.), United Nation System, Red Cross international teams in the following themes:

Health  
Water  
Sanitation  
Foods and Nutrition  
Shelters  
Protection  
Livelihood (Early Recovery)  
Humanitarian Assistance  
Education  
Security

### Table No. 76. Coordination Mechanisms

Coordination mechanisms for national, departmental, municipality or civil society organizations.

### Table No. 77. Information flow

Determine the information flow that exists between the levels; national, departmental (intermediary) and municipality. Specifying if it is sectoral communication or through EOCs.

### Table No. 78. Conclusions of organization and coordination themes

**Affectation level** with regard to the following criteria:

Number of actors per sector  
Coordination Mechanisms  
Information flow

**Availability of information:** Estimated upon:

**Partial:** There are no public reports or there is contradictory information.

**Regular:** Information obtained from governmental sources and other social, non governmental or international organisations.

**Good:** Official documents issued by governmental authorities

**Table No. 79. Main actions and recommendations for organization y coordination**

Describe the main actions and issue recommendations related with the information analysis.

**Table No. 80. Main needs in organization and Coordination**

Establish the main identified needs, by quantity and the amount of families or persons that require them

**EDUCATION**

**Table No. 81. School Affectation**

Determine the number of existing schools before the disaster, how many have been affected and what is the total percentage.

Specify if the disaster occurred during school year.

**Table No. 82. Number of students**

Determine the total number of students and persons affected by the disaster.

**Table No. 83. Affectation or loss of furniture and didactic materials**

Determine the proportion of furniture and didactic material lost.

**Table No. 84. Conclusion for education**

**Affectation levels** with regard to the following criteria:

Number of schools affected vs. existing  
Number of students affected vs. existing

**Availability of information:** Estimated upon:

**Partial:** There are no public reports or there is contradictory information.

**Regular:** Information obtained from governmental sources and other social, non governmental or international organisations.

**Good:** Official documents issued by governmental authorities.

**Table No. 85. Main actions and recommendations for education**

Describe the main actions and issue recommendations related with information analysis.

**Table No. 86. Main needs in education**

Establish the main identified needs by quantity and number of students that require them.