

## Rapid Emergency Needs Assessment Guideline

Questions	Guide	Recommended sources of information
<b>1. Location details</b>	a-b. Clearly mention the name of Upazila and the District	
<b>2. Description of disaster</b>	<p>a. Type of disaster, such as flash flood, monsoon flood, river erosion, cyclone, earthquake, drought etc,</p> <p>b. When the disaster started, when became severe, mention exact date and time, when became emergency etc.</p>	
<p><b>3. General condition (Pls tick the sources of information)</b></p> <p>a. Status of disaster effect=1 fully affected, 2=partially affected, 3=non affected</p> <p>b. Number of affected population: Total  Men (18-&lt;60 yrs)  Women (18-&lt;60 yrs)  Boy (5-&lt;18 yrs)  Girl (5-&lt;18 yrs)  Children under five  Elderly (60+)</p> <p>c. Number of people died</p> <p>d. Number of people injured</p> <p>e. Number of people missing</p> <p>f. Number of people evacuated</p> <p>g. Current location of affected families (home, relatives, shelter, embankments, institutions etc)</p> <p>h. Main occupation of affected people</p> <p>i. Public services disrupted (1=fully, 2=partially, 3=not disrupted)</p>	<p>a. Mention the names of the Unions clearly, Write 1 for fully affected, 2 for partially affected and 3 for not affected. Cross check the information with other sources. Give the numbers of wards, villages. Verify Ward/village Mention total number of fully affected, partially affected and not affected in the last column.</p> <p>b-f From b to f give the numbers under each union..  Check the figures with multiple sources</p> <p>g. Describe where the affected people are presently staying for each union. Whether the affected people of the union are at home, relative's house in the same union or other union, shelters, embankments, institutions etc. Give as much as possible information of the evacuated or displaced families.</p> <p>h. Give union wise occupation of majority of people affected.</p> <p>i. Mark 1 for fully, 2 for partially and 3 for not disrupted.</p>	<p>Possible sources of information may be Community Consultation/Focus Group discussions/Union parishad/Upazila parishad/ Deputy Commissioners office/Civil Surgeon/Hospital/clinic/NGOs/Other s-specify</p>

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<ul style="list-style-type: none"> <li>- Hat bazaar</li> <li>- Drinking water</li> <li>- Electricity</li> <li>- Transportation</li> </ul> <p>j. General mood of affected population (e.g. panic, under control)?</p> <p>k. Present political situation (e.g. political parties are united to cooperate relief agencies or not united may lead to chaos)</p> <p>l. General security situation (e.g. theft, rape etc)</p>	<p>j. Describe the mood of mass people whether they are in panic, uncertainty or under control</p> <p>k. Describe whether the local political parties are united and cooperate with relief agencies or not united and may lead chaos.</p> <p>l. Describe local law and order favorable or not, people's safety, theft, harassments, rape etc.</p>	
<p><b>4. Extremely vulnerable groups (Pls tick the sources of information)</b></p> <ul style="list-style-type: none"> <li>a. Pregnant women</li> <li>b. Lactating mothers</li> <li>c. Orphans</li> <li>d. Disabled</li> <li>e. Elderly</li> <li>f. Socially marginalized</li> <li>g. Infected/affected by HIV/AIDS, TB, Leprosy</li> <li>h. Female headed households</li> </ul>	<ul style="list-style-type: none"> <li>• About affected extremely vulnerable people collect information from reliable source; Union/NGO assessments, if available. Cross check and give union wise numbers against each category. For HIV/AIDS related information maintains confidentiality.</li> <li>• Tick the source or sources of information properly</li> <li>• Try to interview with each category persons; pregnant women, mothers, elderly, socially marginalized female headed house holds etc to verify information.</li> <li>• Possible sources of information may be Ward/union assessment, NGO assessment, focus group session and District administration.</li> </ul>	<p>Possible sources of information may be Community Consultation/Focus Group discussions/Union parishad/Upazila parishad/ Deputy Commissioners office/Civil Surgeon/Hospital/clinic/NGOs/Other s-specify</p>

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<p><b>5. Assets damages</b> (Pls tick the sources of information)</p> <p>a. No. of houses fully damaged  b. No. of house partially damaged  c. Extent of losses; No. of Poultry  No. of livestock  d. Extent of crop damage in acres  (crop/vegetable acreage, seed-beds etc  conversion: 1 hectare=2.471 acres)  e. Extent of damage to pond fishery (MT)  f. Extent of damage to tree  nurseries/fruit/orchards/timbers. (Value  in BDT)</p>	<ul style="list-style-type: none"> <li>• Mention the numbers based on reliable source (GoB and NGOs) agencies. Verify the figures with cross section of agencies/people. Give union wise numbers.</li> <li>• If required take separate notes to describe the extent.</li> <li>• Mention area in acres. 1 hectare is = 2.471 acres</li> <li>• Possible sources of information may be Union/Upazila/District administration, District/upazila Agriculture office, Livestock, Fishery, Forestry, Public health, BWDB, Education.</li> </ul>	<p>Possible sources of information may be Community Consultation/Focus Group discussions/Union parishad/Upazila parishad/ Deputy Commissioners office/Civil Surgeon/Hospital/clinic/NGOs/Other s-specify</p>
<p><b>6. Infrastructure damages</b> (Pls tick the sources of information)</p> <p>6.1 Fully damaged</p> <p>a. Carpeted roads (km)  b. Un-curpated roads (km)  c. Electricity (km)  d. Bridge/culverts (no)  e. Embankment (no/km)  f. No. of education institutions partially damaged  g. Public buildings (e.g. mosques/mondir/churches, community centers etc)</p> <p>6.2 Partially damaged</p> <p>a. Carpeted roads (km)</p>	<ul style="list-style-type: none"> <li>• Give union wise numbers and figures. For road damaged use kilometer, for bridge, institutions use number for embankment use both number and kilometer.</li> <li>• Possible sources of information may be Union/Upazila/District administration, District/upazila Public Health, Education, BWDB, LGED and PDB offices.</li> </ul>	<p>Possible sources of information may be Community Consultation/Focus Group discussions/Union parishad/Upazila parishad/ Deputy Commissioners office/Civil Surgeon/Hospital/clinic/NGOs/Other s-specify</p>

Questions	Guide	Recommended sources of information
b. Uncarpeted roads (km) c. Electricity (km) d. Bridge/Culverts (no.) e. Embankments (no./km) f. No. of Educational institutions partially damaged g. Public buildings (e.g. mosques/mondir/churches, community centers etc)		
<b>7. Other damages</b> <b>(Pls tick the sources of information)</b>  a. No. of educational institutions used as shelters b. No of water sources not functioning c. Conditions of sanitation d. No. of hat/bazaar not functioning	<ul style="list-style-type: none"> <li>• Mention the number of schools, colleges, madrasas and other institutions presently functioning as shelter.</li> <li>• Number of tube well not working, number of ponds water or other sources of water became contaminated</li> <li>• Number of latrines not working</li> <li>• Number of hat bazars closed.</li> </ul>	Possible sources of information may be Community Consultation/Focus Group discussions/Union parishad/Upazila parishad/ Deputy Commissioners office/Civil Surgeon/Hospital/clinic/NGOs/Other s-specify
<b>8. Health condition</b> <b>(Pls tick the sources of information)</b>  a. Possibility of epidemic outbreak b. Medical assistance required c. Medical facilities under operation	<ul style="list-style-type: none"> <li>• Describe if there is any possibility of epidemic outbreak. Describe the possible disease and possibility.</li> <li>• Describe the kinds of medical support required. Number of people to be provided support</li> <li>• Mention the present medical services available, number of centers, NGOs, Doctors, health promoters are working. Medicine etc. received by the affected people etc.</li> </ul>	Possible sources of information may be Community Consultation/Focus Group discussions/Union parishad/Upazila parishad/ Deputy Commissioners office/Civil Surgeon/Hospital/clinic/NGOs/Other s-specify
<b>9. Disaster response (Please specify the union/upazila)</b>  a. GoB:	<ul style="list-style-type: none"> <li>• Collect information from GoB agencies, Deputy Commissioner's office, Upazila/Union offices about the allocations and distribution. Collect copy of supporting papers. Check with people and NGO Monitors.</li> </ul>	

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b. NGO/CBO  c. UN  d. Others	<ul style="list-style-type: none"> <li>• Describe what responses locally taken by NGOs and CBOs , Food, cash distributed</li> <li>• Mention what UN activities, undertaken, what relief distributed by UN agencies etc.</li> <li>• Specify any internal or external response by any individuals etc.</li> </ul>	
<p><b>10. Needs of External assistance if any If your answer is yes, please specify.</b></p> <p><b>Immediate</b></p> <p>a. Short term b. Medium term c. Long term</p>	<p>Based on the situation and people’s views, mention YES or NO against the item mentioned.</p> <p>Immediate = up to 30 days Short term= 1-3 months Mid term= 3-6 months Long term= 6-12 months.</p> <p>If the answer is YES specify what type of relief :food, shelter, drinking water, material, technical support etc. required. Who are the Vulnerable groups (children, mother, elderly and disable etc)</p> <p>Describe what will happen if no external assistance?</p>	
<p>11. Is there need for any relief intervention?</p>	<p>Describe whether there is any need for relief. Discuss with District Administration and Upazila administration. Describe the assessment of local NGO. Triangulate the information with community people.</p> <p>If there is need briefly mentions what will happen if no relief go?</p>	
<p>12. If no why, explain the reasons for not responding</p>	<p>If not required mention why? Describe the facts and causes of no need of relief.</p>	
<p>13. If yes, why it is needed?</p>	<p>If the answer is YES mention why? Give status of food</p>	

Questions	Guide	Recommended sources of information
	stock and supply of food, earning opportunity of affected people, Cooking facilities etc.	
14. Is there a usable warehouse located in proximity to the disaster site?	Collect information on number, capacity and distance of the usable warehouses near the disaster area. Remark on present condition, repairing needed or not, pucca or tin shed? road condition etc. If possible physically visit the warehouses.	
15. What is the capacity of warehouse?	Ask from the owner or storekeeper the capacity for food commodities, food grain/Dry food. If possible mention the size (Length, breadth and height)	
16. Who does it belong to?	Who is the owner? GoB or private. Name of the person/agency, Contact address, phone etc.	
17. Can this warehouse be used?	Check whether food commodities can be stored? Whether will be available when needed, structural condition, security etc. If possible physically verify the information	

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