

METHODOLOGY

RAPID ASSESSMENT FOR HUMANITARIAN ASSISTANCE

Approuvé par tous les Bureau Régionaux en Amérique Latine



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 ²)	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 ²	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

Affectation	
High	
Medium	
Low	

Information	
Partial	
Regular	
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	Information
High	Partial
Medium	Regular
Low	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

Affectation		Information	
High		Partial	
Medium		Regular	
Low		Good	

Table No. 49 Main Actions & Recommendations

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

Table No. 60. Which are the affected areas with greater

Vulnerability to new disasters

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

Areas	Vulnerability

Table No. 61 Recovery Strategy

Table No. 61.Social organization around the recovery

Describe Strategy	Term		Vulnerability		Observation
	Short	Middle	Increase	Decrease	

Social organization for recovery	New	Existing	Observation

Table No. 62 Affection to dwelling

Table No. 63 is there land available to relocate the affected

to areas less vulnerable?

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

Areas Less vulnerable	Yes	No

Table No. 64 Conclusions

Affectation	
High	
Medium	
Low	

Information	
Partial	
Regular	
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
71 Signs of discrimination

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

Table No.

	Yes	No	Observation
Are there signs of discrimination?			

Table No.72 Conclusions

Table No. 73 Main Actions & Recommendations

Table No. 74 Main needs in protection

Affectation	
High	
Medium	
Low	

Information	
Partial	
Regular	
Good	

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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

Table No. 85 Main Actions & Recommendations

Table No. 86 Main needs in education

Affection	
High	
Medium	
Low	

Information	
Partial	
Regular	
Good	

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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

