

Guiding Notes

Rapid Initial Report (RIR)

- RIR form should be submitted within 12-48 hrs after the occurrence of the disaster
- RIR form is to determine the immediate needs to save lives.
- RIR form to be prepared for each and individual Upazila
- Additional information may be annexed in separate sheets
- Time must not be spent to collect information not easily available

Rapid Emergency Needs Assessment (RENA)

- RENA is to identify the impact of disaster on a community and its ability to cope
- RENA is to determine whether or not to respond to the disaster
- RENA is to identify the most urgent needs and methods of timely and effective delivery
- Persons involved in RENA exercise should try to be as accurate as possible
- If the information is not available; the relevant column should be left open
- Effort should be made to collect union-level information as much as possible as long as realistic

General

- Each team needs to meet the respective DER District Information Focal Point (DIFP) and other NGOs working in the district, who will have prior information of the teams visit.
- During the assessment, it is necessary to consult different sources (e.g. District, Municipality, Upazila Govt. Officials, Union Parishad representatives, networks, CBOs etc.)
- It is necessary to consider both quantitative and qualitative information during RENA exercise (e.g. Focus Group Discussion, interview etc.)
- It is recommended to complete the RENA format in a group rather than individual after reviewing the overall situation
- Disaster database given in this information kit is based on information gathered from various sources (BBS, respective govt departments etc.) This may not represent the updated recent real figure of the affected areas. Therefore, data from local reliable sources should be considered if deemed necessary.