

Rapid Initial Report Form: Users' Guide

- The form should be submitted within 12-48 hrs after the occurrence of the disaster.
- The form is to determine the immediate needs to save lives. Time must not be spent to collect information not easily available.
- Each form should represent consolidated information from one Upazila.
- Rapid Initial Report does not require you to conduct Focus Group Discussions due to time constraints.

Questions	Guide	Recommended sources of information
Reporter	Your name and the name of your organisation	
Reporting Date and Time	Date and Time of the submission of the report	
District	Name of the District	
Upazila	Name of the Upazila (one form for one Upazila)	
1. Situation		
1.1. Type of disaster and time of onset	Type of disaster: General description of the disaster, e.g. flash flood, monsoon flood, river erosion, cyclone, earthquake, drought, etc. Time of onset: When a certain disaster hits the area, or the time when the situation is considered to be an emergency.	Community consultation, Union/Upazila/District Disaster Management Committees
1.2 Impact on people's life	Describe the anticipated impact on people's life, using your own judgment, including the estimation on how long the impact could last. State any anticipated negative change of life of people due to the disaster with relevant facts.	Own observation, community consultation, Union/Upazila/District Disaster Management Committees
2. Initial estimate of effects		
2.1 Number of affected unions/wards/villages	Depending on available information and the geographical coverage of the disaster, give the nos of unions, wards and/or villages.	Community consultation, Union/Upazila/District Disaster Management Committees
2.2 Number of affected people	- Mention the total number of affected population in 'Total' column. The figure can be a tentative approximate number. - Try to get disaggregated data by sex and age, as long as it is realistic.	Try to collect the information from multiple sources. The sources could be local organizations, community consultation, Union/Upazila/District Disaster Management Committees

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	<ul style="list-style-type: none"> - The number of dead, injured, missing and evacuated should be filled in if the information is available. - If the information requested is not available, state 'N/A.' For example, if you have the total estimated number of injured, but do not have disaggregated information, give total number in the row in the bottom, and state 'N/A.' (not available)' for elsewhere. 	
2.3 Percentage of extreme poor to total affected population	Upon reviewing the overall situation, to be best of judgments, please mention the percentage of the extreme poor.	Local organizations, community consultation, Union/Upazila/District Disaster Management Committees
2.4 Approx. number of house damaged	This information may include both fully damaged and partially damaged houses.	Local organizations, community consultation, Union/Upazila/District Disaster Management Committees
2.5 Approx. number of livestock lost	Disaggregate the type of livestock (e.g. cattle, goats, poultry) if possible. The information may include the livestock missing and dead.	Local organizations, community consultation, Union/Upazila/District Disaster Management Committees specifically Upazila Livestock Officer
2.6. Crop damage if any	Give the type of crop and the amount in acres (1 hectare = 2.471 acres) It may include cereals, vegetable, fruits, seedbeds and any other agricultural products. Specify the location as appropriate.	Local organizations, community consultation, Union/Upazila/District Disaster Management Committees specifically Block Supervisor, Upazila/District agriculture officer
2.7 Damage to pond fishery	It may include damage to fish feed, stock. The damage may be quantified in number of ponds submerged, acres of pond submerged, or tonnage of the fish/fish feed/stock lost. Specify the location as appropriate.	Local organizations, community consultation, Union/Upazila/District Disaster Management Committees specifically Upazila/District Fishery Officer

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2.8 Approx. number of people in need of shelter, clothing, food, water and sanitation	Consult various sources of information, triangulate the figures if possible and furnish information under each category.	Local organizations, community consultation, Union/Upazila/District Disaster Management Committees
2.9 Number of affected people at most risk	Try to identify the number of people at higher risk, who may need special attention and assistance. If not possible, state 'N/A'. You may calculate the number referring to the demographic average percentage to total population, if this is the only way to estimate the approx. number.	Local organizations, community consultation, Union/Upazila/District Disaster Management Committees
2.10 Diseases outbreaks	Give the number of disease cases reported. E.g. 30 cases of diarrhea reported and the location the cases are reported.	Local organizations, community consultation, Union/Upazila/District Disaster Management Committees specifically Upazila Health and family Planning Officer/Civil Surgeon
2.11 Damage to lifeline systems	Describe the extent of damage to lifeline systems including supplies of power/gas/water, communication& transport (roads, telephone) sanitation (sewerage/drainage) and the location the damage is reported.	Community consultation, Union/Upazila/District Disaster Management Committees specifically the relevant departments
3. Possible needs for external assistance	<p>Before making a judgment of YES or NO, consider the following:</p> <ul style="list-style-type: none"> a) Does the disaster impact affect the people's life in the way that people would not be able to maintain the livelihoods they have had prior to the disaster, but have to live in the condition which impair people's health, safety and dignity? b) Does the level of impact is beyond the capacity of exiting capacity /mechanism? (Does local community, government or NGOs are providing assistance to people, and at what scale?) <p>If you chose 'YES' then specify the details of assistance, including type, level/scale of assistance required and the location.</p>	
3.1 Search and rescue	Circle the appropriate and in addition mention what are needed, e.g. boat, vehicle, ambulance etc.	Local organizations, community consultation, Union/Upazila/District Disaster Management Committees
3.2 Food	Circle the appropriate and in addition specify the type of food assistance suitable, i.e. should it be on-site feeding, ready-to-eat	Local organizations, community consultation, Union/Upazila/District Disaster

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	food, or take away rations? If people have access to cooking facilities, take way rations would be appropriate, otherwise, on-site feeding or ready-to-eat food should be provided, depending on the situation of local facility (if there is suitable space and facility to provide on-site feeding).	Management Committees
3.3 Utensils	Circle the appropriate and in addition you may mention the type of utensils needed.	Local organizations, community consultation, Union/Upazila/District Disaster Management Committees
3.4 Drinking water	Circle the appropriate and in addition you may mention the needs of bleaching powder, WPTs, repair of the tube-wells, etc.	Local organizations, community consultation, Union/Upazila/District Disaster Management Committees
3.5 Sanitation	Circle the appropriate and in addition you may mention the type and number of sanitation facilities damaged/need to be repaired.	Local organizations, community consultation, Union/Upazila/District Disaster Management Committees
3.6 Shelter	Circle the appropriate and in addition you may mention the shortage of shelters and needs of building materials.	Local organizations, community consultation, Union/Upazila/District Disaster Management Committees
3.7 Medical and Health (incl. medicines & logistics)	Circle the appropriate and in addition you may mention the type of medicines/medical assistance and medical facilities/tools/equipment. Specify the location, type and numbers/scales of assistance required.	Local organizations, community consultation, Union/Upazila/District Disaster Management Committees
3.8 Trauma counseling	Circle the appropriate and in addition identify there is a local capacity to provide trauma counseling, if such service is needed.	Local organizations
3.9 Protection (General security, violence, theft, robbery, rape, etc)	Circle the appropriate and in addition You may mention cases of violence, thefts, robbery and/or rape reported. You can also mention whether there is a need of assistance to ensure equitable access to relief items by higher risk groups such as children, women and disabled.	Local organizations
3.10 Clothing	Circle the appropriate and in addition you may specify the number of people and location in need.	Local organizations, community consultation, Union/Upazila/District Disaster Management Committees
3.11 Livestock feed	Circle the appropriate and in addition you may specify the quantity or number of livestock in need.	Local organizations, community consultation, Union/Upazila/District Disaster Management Committees

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3.12 Repair of lifeline systems	Circle the appropriate and in addition mention the lifeline system would include supplies of power/gas/water, communication& transport (roads, telephone) sanitation (sewerage/drainage). Specify the details including the location if possible.	Local organizations, community consultation, Union/Upazila/District Disaster Management Committees
3.13 (a) Did you consult local DM Committee (or DMC members) / community group? (b) Date of the last Upazila DMC meeting	(a) Try to consult local DM Committee. If Committee is not available, you may talk to any of the Committee members. It is encouraged to consult community group subject to the time constraint. (b) Indicate the date of the last Upazila DMC meeting	DMC, Community Consultation
4. Relief operation		
4.1 Has any relief operation started?	Find out if there are any relief operations started.	Upazila Parishad, local NGOs, DMC, Community Consultation
4.2 Type of relief items distributed as of date	If your answer to question 4.1 is yes, indicate the type of relief items and location distributed as of date.	Upazila Parishad, local NGOs, DMC, Community Consultation
If you have any other remarks use a separate sheet of paper to describe.		