

Situation Report

General

- Send the first Sitrep as early as possible, and send subsequent sitreps daily with whatever information is available at the time.
- Do not delay because certain information is lacking; send it next time.
- A Sitrep should be sent once a day unless specified otherwise.
- Remember, a Sitrep is processed information and carries considerable credibility.
- It should be informative, authoritative and timely - especially in the current age of instant media access to disaster sites.

- Either provide a complete list of unmet needs in each report, or specifically state which items remain unchanged from the previous report while providing new information for other items.
- Indicate if needs can be met locally or require international assistance.

- When writing the report, imagine yourself at the receiving end, and try to write what you would want to know as well as how you would want it presented. Be explicit and precise and double check figures.
- Try to anticipate a potential donors likely questions, and answer them in the report.
- Do not repeat information that has already been sent, and if there is no new information under a specific heading, state this clearly.

- Avoid vague and ambiguous words and phrases. A statement such as "5,000 people are affected" does not give any indication on, e.g. how they are affected, to which degree, what is already being done, and how many people there are in the area altogether. "5,000 houses damaged" conveys little information, The "damage" may be minimal or total. Use the guidelines given in the assessment checklist.

Describing people as being "homeless" also lacks the precision needed to plan appropriate responses. At a minimum make the following distinctions:

- People homeless before the disaster (chronic homeless).
- Those temporarily evacuated due to repairable damage to dwellings.
- People whose dwellings have been destroyed or irreparably damaged.
- When reporting damage or assessed needs, specify the source of the information. Take care to check the final text before sending - ask another person to check it.

Format of Situation Report

Format

The format of the Situation Report given below should be followed by using the parts that are relevant for the specific assessment mission. The Sitrep should consist of all the items mentioned below; if there is no information on one or more of the items then state it explicitly (i.e. "Nothing new").



Field Situation Report United Nations Country Team of XXX

DATE/TIME

- Hour (Local)/Hour (GMT), Date Month Year

SITUATION

- Nature of the disaster
- Area affected
- Impact
- Projected evolution/secondary threats

IN COUNTRY RESPONSE

- Organization: national and local authorities
- Administrative measures
- Operations
- Constraints

ON-SITE LEVEL INTERNATIONAL RESPONSE

- International resources arrived on-site/mobilized
- Coordination
- Constraints

ASSISTANCE

- Priority relief needs

MEANS OF DELIVERY OF INTERNATIONAL ASSISTANCE

- Logistics and distribution system
- Possible channels for contributions

OTHER INFORMATION

**Street Address, Mailing Address,
Telephone, Fax, Email**

The structure of the above Sitrep corresponds to the Field Sitrep prepared by the UNDAC team, and to that of OCHA sitreps which are sent out from Geneva to in the disaster management community world wide.

Please refer to the following list for detailed checklist of items which may be included under various heads of the sitrep.

NATIONAL RESPONSE

Authorities in charge of coordination at local level. List:

- name of organization or authority
- name of official in charge
- his/her title
- office telephone, facsimile, telex nos.
- office hours
- emergency 24-hour telephone no.
- street address

National/local organizations/services carrying out specific relief action. List:

- name of organization or authority
- name of official in charge
- his/her title
- office telephone, facsimile, telex nos.
- office hours
- emergency 24-hour telephone no.
- street address

Give a brief description of type of relief work carried out and area of operation

- search and rescue
- evacuation
- provision of temporary shelter and personal/household utensils
- medical care
- distribution of food
- water and sanitation
- restoration of lifelines and critical facilities
- other

Is any detailed sectoral assessment of relief needs under way - if yes, specify:

- by whom
- in which area/sector
- when it will be completed

Areas where local/national response capacity seems to be overburdened

- assessment
- receipt and processing of relief goods
- relief activities - manpower, technical support, etc.
- coordination
- other

B. INTERNATIONAL RESPONSE

Have any international teams arrived in the disaster area? - if yes, indicate:

- name of team
- approximate number of members
- dispatching country/organization
- brief description of functions:
 - medical assistance
 - logistics support
 - assessment
 - other

Have specific expertise/technical assistance been made available by

- UN agencies
- international non-governmental organizations
- intergovernmental organizations, such as the European Union
- bilateral donors
- other international actors?

If yes, specify and indicate whether this expertise is being used for a detailed sectoral assessment of relief needs in certain areas/sectors

Indicate communication/transport/logistics support provided by international actors

Describe main items of relief goods being distributed in the disaster area

Have any problems been encountered with

- international assistance provided so far, e.g.
- provision of relief goods that are not required
- provision of unsorted, unlabelled relief goods
- congestion at certain logistical points
- logistical problems created by international elements (transport, control, etc.)
- inadequate storage
- inadequate distribution
- other

ESTIMATED NEEDS FOR ASSISTANCE

Describe immediate corrective action required to mitigate effects on the population as indicated in Chapter I (in addition to relief measures already under way)

List needs identified from an initial assessment of the

- affected area under sub-headings as follows:
- search and rescue
- medical assistance
- shelter and personal/household utensils
- water and sanitation
- food
- logistics (in-country transport, storage and handling of relief supplies)
- expertise for detailed sectoral assessment and/or restoration of critical facilities
- other

In each case, describe as far as possible:

- whether contributions in kind or in cash are recommended
- whether items of acceptable quality can be obtained locally, and estimated purchase and delivery costs
- the precise type, specifications and quantities of supplies, equipment and services needed numbers and expertise of any personnel required

When applicable, specify whether relevant data have been checked with personnel of the specialized UN agency concerned (WHO, UNICEF, WFP, FAO)

Where possible, indicate relative priorities for the various items

Do you recommend that any specific assistance measures be provided by/through OCHA

MEANS OF DELIVERING INTERNATIONAL ASSISTANCE

Describe logistics system for receipt and transportation of relief goods arriving in disaster area:

- recommended airport(s) or other points of entry
 - if required, indicate characteristics
- transport facilities from airport/points of entry to disaster area/distribution points
- availability of storage space, handling equipment, manpower
- availability of fuel
- major logistics bottlenecks or problems

Indicate local authority(ies)/service(s)/organization(s) or international organization (WFP, etc.) in charge of coordinating arrival of goods and/or distribution. List:

- name of organization or authority
- name of official in charge
- his/her title
- office telephone, facsimile, telex nos.
- office hours
- emergency 24-hour telephone no.
- street address

Describe procedures for distributing goods to the victims

List service(s)/organization(s) operational on site, with capacity to receive and manage international donations

PROSPECT

Describe trends in the development of the situation, e.g.

- are there signs that life is returning to normal?
- are there any particular events or actions which might either accelerate or retard the reestablishment of self-reliance?