

Emergency preparedness and response handbook

Saving lives and protecting rights

Annex 3 : rapid assessment checklist

This document is a guideline for the sorts of questions you might wish to ask during a rapid needs assessment. Rapid assessments should be completed within 72 hours of an emergency happening.

Please fill in as much as you can of this form, but don't delay sending it until all the data is available. If there are gaps or information you cannot gather yet, please just explain this and send as much information as you have.

1. Briefly describe the disaster and what has happened.

- What is the disaster (e.g. earthquake, floods, conflict etc.)?
- When did it happen/start?

2. List the areas affected:

Region	District	Villages affected	Are these AA LRPs? Yes/No

- If possible, attach a map highlighting affected areas and ActionAid LRPs

Damage to infrastructure (e.g. roads, bridges, schools destroyed, communications down etc.)

Please describe:

Provide an estimate of the number of people affected in ActionAid's LRPs, clearly stating what assumptions you have used to calculate this, including:

- the data from communities where you conducted the rapid assessment
- how many communities were sampled
- how many communities are within the affected area
- what you mean by a household (i.e. how many people are included in one household) and how a household is defined – e.g. – those cooking on one stove or those living under one roof etc.)

4. What are the urgent needs identified by the community? Please specify under the following headings, highlighting the specific issues prioritised by women:

- food
- shelter and non-food items
- health
- protection
- psychosocial support
- water, sanitation and hygiene
- other (livelihoods etc.)
- seeds for the next sowing.

5. Are there specific impacts on women that you can identify at this stage? What are the specific needs of women in the communities visited?

6. Who are the most vulnerable groups in this crisis and how are they being affected differently?

7. What is the community already doing to respond in each of the places sampled? What existing community structures exist that are organising the response (e.g. traditional leadership structures, women's groups etc.)?

8. What is being done by other agencies in each of the communities sampled (e.g. UN agencies, NGOs, government?)



9. What are the gaps that are not currently being met?

10. Situation forecast: briefly describe how the situation is likely to develop over the next four weeks.

- E.g. forecasts for heavy rain and flooding, upcoming lean food season, projections for spread of disease, risk of conflict or social unrest
- state the basis for this analysis (e.g. weather forecasts, government, NGO, UN data, ActionAid own analysis, community views etc.).

11. Brief description of the rapid assessment process

- date of the assessment
- methodology and sources of information used (including ways you ensured women's participation)
- name of the person and organisation responsible for the assessment.



AA Country Programme National (Office)

Describe conditions at the ActionAid national offices (tick as appropriate)

No damage

Minor damage

Moderate damage

Destroyed

AA Local Rights Programmes Infrastructure (Office)

Describe conditions at the LRP offices (tick as appropriate)

No damage

Minor damage

Moderate damage

Destroyed

Human resources

Explain availability at Country Programme national headquarters and LRP levels after the emergency

	National level	LRP level
Staff		
Volunteers		
Partners		
Other		

How long can the country programme fund the emergency response operation?

Hours/days	
Week(s)	