

# Annexes



[eprhandbook.actionaid.org/annexes](http://eprhandbook.actionaid.org/annexes)

**Section**



## Annex 5 : daily situation report days 0-7 - template

**Purpose:** the situation report (sitrep) acts as a tool to share information on emergencies across the federation and to provide relevant information for fundraising and media audiences. It is **not** meant to act as a guide for rapid assessments or programmatic interventions.

Instructions for completing the sitrep:

- ✓ This sitrep should be submitted within 24 hours from start of a sudden onset emergency or escalation of a slow onset emergency, particularly for orange or red level emergencies on the ActionAid alert system. It should then be updated every 24 hours until one week after the start of the emergency.
- ✓ **Update at 48hrs+** grey boxes should be used to provide any updated information each time you submit the sitrep. Do not change the information you provide in the first submission at 24hrs.
- ✓ Complete this form and send to **Lois.Appleby@actionaid.org** and relevant International Programme Manager: **Amar.Nayak@actionaid.org** for Asia and **John.Abuya@actionaid.org** for Africa and the Americas.
- ✓ Consult the Quick guide to collecting photos, film and interviews in emergencies for guidance on gathering material in **Section 5 of this annex**.
- ✓ **If it is not possible to complete and send the template within 24 hours, the information should be given to Lois Appleby, Information Officer, International Humanitarian Action & Resilience Team, over the phone. Tel: +44 (0)20 3122 0580.**

2. Which LRPs are affected and who is funding these? (This information should be in your preparedness plan.)  
MAX. 1 PARAGRAPH

1. What is the geographical location of your emergency? Where is it in relation to your LRPs?  
MAX. 1 PARAGRAPH

### SECTION 1: DESCRIPTION OF THE EMERGENCY

Emergency name:	
Report date:	
Authors: (who filled it in, who contributed):	
Key contacts in disaster-affected country:	
Name & phone no. in-country response coordinator:	
Name & phone no. in-country communications coordinator:	
Name & phone no. in-country spokesperson(s) able to give media interviews (usually GD):	

3. What is the scale of the damage e.g. how big is the area affected? How many towns/villages/cities are affected and where are they located? What is the damage to infrastructure? MAX. 2 PARAGRAPHS

**STATUS AT 48HRS+:**

4. Using the table, please list how many people in the country are affected by the emergency in the following ways: PLEASE UPDATE AT EACH SUBMISSION OF SITREP

	Number of people	Source of information
Affected		
Deaths		
People displaced		
People injured		

8. What is the impact/expected impact on sponsored children? MAX. 1 PARAGRAPH

**STATUS AT 48HRS+:**

7. What is the expected impact on existing ActionAid projects in the affected areas? MAX. 1 PARAGRAPH

6. Was ActionAid a significant actor in the emergency area before the emergency? Are there other actors involved e.g. is there presence from other I/NGOs? MAX. 1 PARAGRAPH

5. In your analysis, what is/are the cause(s) of the current emergency? MAX. 1 PARAGRAPH

**STATUS AT 48HRS+ : (headcount, wellbeing of sponsored children, any changes to their environment/vulnerability):**

**9. What is the impact/expected impact on women e.g. material loss, protection issues; increased burden of care etc.? Are any other vulnerable groups specifically impacted/expected to be impacted e.g. elderly, disabled people, minority groups? MAX. 1 PARAGRAPH**

**STATUS AT 48HRS+:**

**10. What is the expected impact on people's livelihoods? MAX. 1 PARAGRAPH**

**STATUS AT 48HRS+:**

**What are the staff safety and security challenges and how these are being managed?**

**13. If possible, give details of security concerns for staff/partners in undertaking emergency response, and of any additional concerns/constraints in accessing affected communities. MAX. 1 PARAGRAPH**

**STATUS AT 48HRS+:**

**12. Are any ActionAid staff directly affected by the emergency? If so, how? MAX. 1 PARAGRAPH**

**11. What is the current outlook – is the situation likely to improve or get worse over the next few days/weeks? What is the basis of your analysis (reports from UN, government, weather forecasts, etc.)? MAX. 1 PARAGRAPH**

STATUS AT 48HRS+:

14. Has the government declared a state of emergency and/or requested international support? MAX. 1 PARAGRAPH

15. How is the government responding and what are its commitments (if known)? MAX. 1 PARAGRAPH

STATUS AT 48HRS+:

STATUS AT 48HRS+:

2. Please list the likely key needs of those affected, e.g. food, shelter, medicines, etc. (state where information comes from, e.g. ActionAid's own assessments or secondary sources such as the UN). MAX. 1 PARAGRAPH

1. Have you done or are you planning any rapid needs assessments? (Please note as per the emergencies handbook a rapid needs assessment should take place within 72 hours of the crisis) MAX. 1 PARAGRAPH  
Please share any reports from assessments by attaching them to this email. For planned assessments provide information on geographical areas to be assessed and proposed dates of the assessment.

SECTION 2: EMERGENCY NEEDS

**SECTION 3: ACTIONAID'S RESPONSE**

1. Please complete this table with as much information as possible on where ActionAid is responding to the emergency/planning to respond (include map if possible). Add rows as necessary.

Area name (specify if LRP or not)	Type of activity (e.g. distribution of food, NFIs – give details of items, etc.)	Proposed number of people to be reached	Proposed amount to be spent £	Amount secured so far £

2. Please briefly explain how you intend to target the most vulnerable and who the most vulnerable groups are.

MAX. 1 PARAGRAPH

Suggested alert level for this emergency:

<p><b>GREEN</b> – ActionAid member country decides on alert level</p> <p>• Normal – situation normal.</p>
<p><b>YELLOW</b> – ActionAid member country decides on alert level</p> <p>• Portion of country/population affected.</p> <p>• Attention on the disaster is from local to national.</p> <p>• ActionAid rights holders are affected.</p>
<p><b>ORANGE</b> – Based on its assessment, IHART recommends alert level to Director of CoCo</p> <p>• 20,000 – 50,000 people affected including ActionAid rights holders</p> <p>• Nationally-significant disaster (possibly regional), eg. gov. declares national emergency, international community prioritises emergency, etc.</p> <p>• Some global or regional media interest.</p> <p><b>PLUS</b> IHART assesses that the ActionAid member capacity is overwhelmed.</p>
<p><b>RED</b> – Based on its assessment, IHART recommends alert level to CEO</p> <p>• Massive scale national or regional emergency with global significance, eg. gov. declares national emergency, international community prioritises emergency, etc.</p> <p>• At least 50,000 people affected including ActionAid rights holders.</p> <p>• Global media interest.</p> <p><b>PLUS</b> IHART assesses that the ActionAid member capacity is overwhelmed.</p>

Alert level criteria (emergencies and conflict)

3. Please suggest an alert level for this emergency based on the ActionAid alert system categories (see below) and the situation at the time of writing.

**SECTION 4: ACCESSING FUNDING AND FUNDING NEEDS**

**1. Do you have staff that can collect interviews and photos from the emergency area? (Will be necessary for appeal/web fundraising)** MAX. 1 PARAGRAPH

YES or NO

**2. Are UN clusters set up? Are you participating in any UN clusters?** Please provide details where possible.  
MAX. 1 PARAGRAPH (If you need further guidance on UN cluster engagement for either policy/fundraising purposes please refer to the 'How to' guide in the Emergencies Handbook or request this from lois.appleby@actonaid.org)

**3. How are donors responding and what are their funding commitments (if known)?** (E.g. DFID, ECHO).  
MAX. 1 PARAGRAPH

**STATUS AT 48HRS+:**

**5. Are you seeking support from the Disaster Preparedness and Response Fund (DPRF)?** (Refer to the guidelines below before applying – note as well as fulfilling the disbursement criteria, disbursements are subject to sufficient funds being available at the time of request).  
 • Amount requested in GBP (up to max. of GBP 40,000);  
 • Timeframe for project;  
 • Number of people to be reached with DRRF funding;  
 • Give below a budget breakdown per activity (has to match amount requested from DRRF or identify relevant budget lines in general budget);

Donor name	Amount requested £	Proposal status

**4. Please list any donors you have been in contact with (both in-country and internationally) to request funding for this emergency, and the status of that request.**

**Summary of DPRF guidelines (for a copy of the full guidelines contact catherine.kenyon@actonaid.org)**

- An situation qualifies for DPRF funding in the immediate aftermath of a disaster and if **lives and livelihoods are immediately threatened**.
- The request for funds from the DPRF should NOT include any contribution to management/overheads costs of the ActionAid member or partners – it is assumed that these are already covered by the ActionAid member’s funding.
- If you raise in-country/other funds above the DPRF disbursement amount for the same intervention, the DPRF funds should be reimbursed.
- Disbursements from the DPRF are approved by the IHART International Programme Manager for your region, after consideration of the above factors in relation to your application.

**SECTION 5: INFORMATION FOR FUNDRAISING AND MEDIA RESPONSE**

**Purpose:** This section requests additional information required by the Federation to support potential fundraising and media work.

**Instructions:**

- ✓ This information should be updated every 24 hours with NEW interviews and photos.
- ✓ Consult the Quick guide to collecting photos, film and interviews in emergencies for guidance on gathering material.

**In the first 24 hours, please provide: At least ONE eyewitness quote describing the scene of the emergency** (e.g. from a partner staff member, a community member): MAX. 1 PARAGRAPH

E.g.: Please describe what happened to you during the emergency – where you were, what you did, how you felt. What happened to your home/village? What happened to your family?	
<b>SAMPLE QUESTIONS FOR THE INTERVIEWEE</b>	
What is the interviewee's family situation (married, single, number children and their ages, name of husband/wife)?	
Interviewee name:	Interviewee home location (village, region and country)
Is it an ActionAid LRP?	What links (if any) does the interviewee have with ActionAid's child sponsorship?
Interviewee age:	
<b>THE INTERVIEWEE</b>	
Interviewer's name:	Location of interview:
Interviewer's organisation:	Date of interview:
<b>THE INTERVIEW</b>	

Every 24 hours thereafter, where possible, please provide NEW interviews using the below template. Additional quotes in response to additional questions are also welcome.



**IMPACT**

E.g.: What was life like before the emergency?

E.g.: What has changed since the emergency? E.g. where you sleep, what you eat, will the way you get money be affected, are you in danger?

E.g.: What difference is ActionAid's help making and what still needs to be done?

E.g.: How is ActionAid helping you during the emergency? What help do you expect from ActionAid?

**IF ACTIONAID IS RESPONDING**

E.g. What are your fears and hopes now?

**Photos**

With each submission of this sitrep, please provide NEW photos. Photos should be attached to the email that accompanies this sitrep. Photos should also be submitted to your communications officer.

**Please provide, as outlined in the Quick guide to collecting photos, film and interviews in emergencies:**

- photos of people impacted by the emergency
- photos of ALL interviewees.

**For each photo, please provide the following information:**

Photo file name/ number	Location (village/ district/ region)	Name(s) and age(s) of person/ people featured	Context/activity happening	Photographer name & organisation	Date taken

Weekly situation report (day 8+) template  
is available at: <http://goo.gl/asTkFk>

**Annex 6 : example Tor for Emergency Response Manager**

**JOB TITLE:** Emergency Response Manager  
**REPORTING TO:** Country Director  
**RESPONSIBLE FOR:** Emergency response team (field coordinators, field mobilisers and other staff recruited for the response)  
**CO-ORDINATES WITH:** Partner organisations, programme advisors, ActionAid International Humanitarian Action and Resilience Team  
**LOCATION:** ActionAid office in [specify location], with frequent travel to programme locations: [List programme locations]

The Emergency Response Manager is responsible for implementing and managing the work of the Emergency Response Programme. The Emergency Response Programme is an ActionAid funded programme addressing [include brief description of programme components]. The Emergency Response Manager will manage ActionAid's response to the crisis, with responsibility for building capacity of partner organisations and team, representing the programme and ensuring its sound and effective implementation, as well as monitoring and reporting on its implementation. The main responsibilities of this position are:

1. Ensuring timely and effective programme implementation
2. Providing technical guidance to the programme, partners and team
3. Representing the programme at all levels
4. Managing and appropriately allocate programme resources
5. Supervising programme M&E processes