



## Humanitarian Health Action

### First Needs Assessment Reporting Template

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When an emergency unfolds, collecting information on the needs of the affected population is a crucial step for quickly orienting the response and mobilizing the resources.

The template below aims at helping field data gathering and reporting in a quick and standardized way. Simple instructions for collecting the information and completing the situation report can be downloaded as a separate document, as well as the most common reference values useful for interpreting the findings.

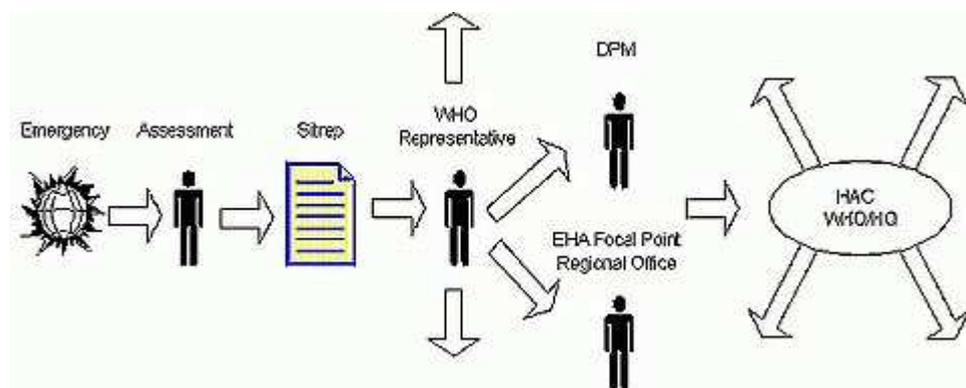
#### Introduction and Objectives

This template aims to help you in:

- selecting which information to collect in the initial rapid health assessment, and
- summarising this information in a simple and standard reporting format.

Using a standard format allows for a quicker and comparable analysis, thus making quicker decisions. Additionally, it helps you to remember important items of information that need to be collected and transmitted. Another advantage is that the information from different sources (e.g. from health staff working in different geographical areas of a country), can be consolidated into a single document.

As for WHO officials, the initial sitrep should be sent immediately through the WR to the DPM through HAC focal points in RO and to HAC/HQ.



A different, simpler template can be used for progress reports (i.e. follow-up reports that inform regularly on changes or progress of the general and health situation, i.e. a cease-fire, an outbreak, the arrival of emergency supplies, etc.). Its main use is to update programme resource requirements and to indicate progress of the response. Progress reports should be sent at regular, established intervals, following the same path as

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for the initial sitrep.

Specific instructions for gathering the information and completing the first sitrep can be downloaded by clicking the link included in the Situation Report web page on the WHO/HAC web site <http://www.who.int/disasters>. Internationally accepted standards are also provided for helping in the analysis and interpretation of the information collected.