



REPUBLIC OF THE PHILIPPINES  
**NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL**

National Disaster Risk Reduction and Management Center, Camp Aguinaldo, Quezon City, Philippines

**MEMORANDUM**  
No. 107 s. 2021

SEP 22 2021

**TO :** ALL MEMBER AGENCIES AND OFFICES OF NDRRMC, RDRRMCS, LDRRMCS AND BDRRMCS

**SUBJECT :** NDRRMC Rapid Damage Assessment and Needs Analysis (RDANA) Standard Operating Procedures (SOP)

Given the country's increasing exposure to disasters, RA 10121, or the Philippine Disaster Risk Reduction and Management (DRRM) Act, was enacted in 2010. This led to the paradigm shift of the government's thrust to disasters from a reactive disaster management stance to a proactive DRRM approach. As part of the paradigm shift, in 2014, the NDRRMC institutionalized the Rapid Damage Assessment and Needs Analysis (RDANA) as a disaster response tool that is used immediately during the early and critical state of a disaster. Its purpose is to determine life-threatening situations and life-saving needs of the affected population immediately after a disaster or emergency.

Recent experiences have highlighted the need to enhance the conduct of RDANA by integrating and harmonizing with other response mechanisms such as the Incident Command System (ICS) and the use of Cluster Approach. Moreover, with the advent of the Coronavirus Disease 2019 (COVID-19) pandemic, there is a need to revisit the RDANA guidelines by incorporating the considerations for observing the minimum public health standards. In this regard, the RDANA Standard Operating Procedures (SOP) is developed.

In this regard, this Memorandum is hereby issued to all member agencies and offices of the NDRRMC, RDRRMCS, LDRRMCS and BDRRMCS to adhere to the NDRRMC RDANA SOP. Other existing RDANA issuances inconsistent herewith are hereby repealed or modified accordingly by this SOP.

For information and guidance.

**For the Chairperson, NDRRMC:**



**UNDERSECRETARY RICARDO B JALAD**  
Executive Director, NDRRMC and  
Administrator, OCD



**NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL  
RAPID DAMAGE ASSESSMENT AND NEEDS ANALYSIS (RDANA)  
STANDARD OPERATING PROCEDURES**

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**1. REFERENCES**

- 1.1. Section 9, Powers and Functions of OCD under Republic Act (RA) 10121: *“Formulate standard operating procedures for the deployment of rapid assessment teams, information sharing among different government agencies, and coordination before and after disasters at all levels.”*
- 1.2. Section 3, Rule 4, Implementing Rules and Regulations (IRR) of RA 10121: *“The RDRRMC Chairperson may tap the facilities and resources of other government agencies and private sectors, for the protection of life and properties in pursuit of disaster risk reduction and management.”*
- 1.3. Section 3G, Rule 7, IRR of RA 10121: *“Formulate standard operating procedures for the deployment of rapid damage assessment and needs analysis (DANA) teams, information sharing among different government agencies, and coordination before and after disasters at all levels.”*
- 1.4. Section 4, Para 21, IRR of RA 10121: *“Establish linkage / network with other LGUs for disaster risk reduction and emergency response purposes.”*
- 1.5. Outcome 15 of Thematic Area III: Disaster Response and Early Recovery, National Disaster Risk Reduction and Management Plan (NDRRMP) 2020-2030: *“Accurate, Reliable and Timely Information Management”*
- 1.6. National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum Circular No. 25 s 2014: Guidelines in the Conduct of Rapid Damage Assessment and Needs Analysis
- 1.7. Guidance of the Civil Defense Administrator during the Disaster Managers Conference held on 28 to 29 January 2021 to “enhance the conduct of Rapid Damage Assessment and Needs Analysis (RDANA), review the forms and mechanisms for field deployment, assessment and reporting.”

**2. RATIONALE**

Given the country’s increasing exposure to disasters, RA 10121, or the Philippine Disaster Risk Reduction and Management (PDRRM Act, was enacted in 2010. This led to the paradigm shift of the government’s thrust to disasters from a reactive disaster management stance to a proactive DRRM approach. As part of the paradigm shift, in 2014, the NDRRMC institutionalized the Rapid Damage Assessment and Needs Analysis (RDANA) as a disaster response tool that is used immediately during the early

and critical state of a disasters. Its purpose is to determine the life-threatening situation and life-saving needs of the affected population immediately after the disaster or emergency.

After the impact of a disaster, it is imperative that RDANA be conducted immediately. It provides general information on priority needs, as well as identifies available resources and services, for immediate emergency measures to preserve and save lives and alleviate the sufferings of the affected population. RDANA results serve as the basis for project planning and implementation of humanitarian assistance. The integrated approach of a rapid assessment addresses these needs for assistance in a joint manner and aims to satisfy RDANA in the best way possible through actions that can resolve the assessment simultaneously and not independently by sector.

Recent experiences have highlighted the need to enhance the conduct of RDANA by integrating and harmonizing with other response mechanisms such as the Incident Command System (ICS) and the use of Cluster Approach. Moreover, with the advent of Coronavirus Disease 2019 (COVID-19) pandemic, there is a need to revisit the RDANA guidelines by incorporating the considerations for observing the minimum public health standards. In this regard, the RDANA Standard Operating Procedures (SOP) has been developed.

### 3. OBJECTIVES

The objectives of the RDANA SOP are as follows:

- 3.1. To specify the triggers for the conduct of RDANA;
- 3.2. To determine the composition of the RDANA Team;
- 3.3. To specify areas of assessment that will be the coverage of RDANA operations;
- 3.4. To determine the procedures to be observed during RDANA mobilization;
- 3.5. To specify the reporting requirements that must be observed by the RDANA team;  
and
- 3.6. To set the funding chargeability for all activities associated with RDANA.

### 4. SCOPE AND COVERAGE

The RDANA SOP shall apply to DRRMCs at all levels, from the respective Chairpersons down to the members and partner stakeholders. Pursuant to RA 10121, said DRRMCs are mandated to implement assessment activities according to their respective levels of jurisdiction. Further, it shall apply to all types of incidents or disasters requiring immediate assessment for the determination of priority interventions.

### 5. DEFINITION OF TERMS

- 5.1. **Damage Assessment:** a process of collecting information and depicting the situation by describing the disaster's magnitude and impact to the population.
- 5.2. **Disaster:** a serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources.

- 5.3. **Disaster Risk Reduction and Management (DRRM):** the systematic process of using administrative directives, organizations, and operational skills and capacities to implement strategies, policies and provided coping capacities in order to lessen the adverse impacts of hazards and the possibility of disaster. Prospective DRRM refers to risk reduction and management activities that address and seek to avoid the development of new or increased disaster risks, especially if risk reduction policies are not put in place.
- 5.4. **Disaster Risk Reduction and Management Council (DRRMC):** organized and authorized body of government agencies, to include civil society organizations and private sector, mandated to undertake DRRM activities from the national to local levels. The composition, powers and functions of the DRRMC are defined in RA 10121.
- 5.5. **Disaster Response:** the provision of emergency services and public assistance during or immediately after a disaster in order to save lives; reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected. Disaster response is predominantly focused on immediate and short-term needs and is sometimes called "disaster relief."
- 5.6. **Emergency Operations Center (EOC):** a designated facility that is staffed to undertake multi-stakeholder coordination, manage information, and mobilize resources in anticipation of and/or to support incident operations.
- 5.7. **Exposure:** the degree to which the elements at risk are likely to experience hazard events of different magnitudes.
- 5.8. **Hazard:** a dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihood and services, social and economic disruption, or environmental damage.
- 5.9. **Large-scale Disasters:** Disasters that require emergency response at a national or higher scale. Their impacts often cross administrative boundaries including international borders. These disasters have extensive and long-term effects on sustainable development.
- 5.10. **Medium-scale Disasters:** Emergencies that are smaller than national geographic scales. These are defined by a threshold of impacts causing emergency reaction from authorities from multiple administrative regional authorities – such as from multiple villages, districts, or provinces.
- 5.11. **Needs Analysis:** a process to determine the level and type of assistance required by the affected population. It also includes determining needs and priorities for assistance.
- 5.12. **Incident:** an occurrence or event, natural or human-induced, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related

disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

- 5.13. **Incident Commander (IC):** the individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations and the incident site.
- 5.14. **Incident Command Post (ICP):** the field location where in the primary tactical-level, on-scene incident command functions are performed.
- 5.15. **Incident Command System (ICS):** a standard, on-scene, all-hazard incident management concept that can be used by all DRRMCs, member agencies and response groups. It allows users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by agency or jurisdictional boundaries.
- 5.16. **Incident Management Team (IMT):** a team composed on the Incident Commander and appropriate Command and General Staff personnel assigned to an incident or planned event. The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. The General Staff consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and finance/Administration Section Chief. The IMT members may be expanded as needed.
- 5.17. **Personal Protective Equipment (PPE):** protective garments or equipment worn by individuals to increase personal safety from infectious agents.
- 5.18. **Quick Response Fund (QRF):** a standby fund to be used for the rehabilitation and relief programs and projects, including prepositioning of goods, emergency response units, activation of Incident Command System (ICS), and other allied support items and equipment to immediately address impending impacts of extreme weather events or other natural hazards, in order that the situation and living conditions of people in communities or areas affected by natural or human-induced calamities, epidemics, crises and catastrophes, which occurred in the last quarter of the immediately preceding year and those occurring during the current year may be normalized as quickly as possible.
- 5.19. **Rapid Damage Assessment and Needs Analysis (RDANA):** a disaster response tool that is used immediately during the early and critical state of a disaster as soon as the conditions allow disaster survey teams to operate. Its purpose is to determine the life-threatening situation and life-saving needs of the affected population immediately after the disaster or emergency.
- 5.20. **Response Clusters:** part of the NDRRMC's strategic action for providing humanitarian assistance and disaster response services. These are organized groups of government agencies that are designated to undertake coordination functions at the strategic level and to provide resource support for tactical response.

5.21. **State of Calamity:** a condition involving mass casualty and/or major damages to property, disruption of means of livelihoods, roads and normal way of life of people in the affected areas as a result of the occurrence of natural or human-induced hazard.

## 6. GENERAL GUIDELINES

- 6.1. RDANA shall be conducted immediately after the onset of a disaster event as always categorized as medium and large-scale events.
- 6.2. Conduct of RDANA shall always follow a bottom-up approach, starting with the deployment of RDANA teams at the local government unit (LGU) level, before escalating to regional and national levels, consistent with Section 15 of RA 10121:

<b>RDANA TEAMS</b>	<b>CONDITIONS</b>
Barangay RDANA Teams	a barangay is affected
Municipal/City RDANA Teams	two (2) or more barangays are affected
Provincial/Chartered City RDANA Teams	two (2) or more municipalities/cities are affected
Regional RDANA Teams	two (2) or more provinces/chartered cities are affected
National RDANA Teams	two (2) or more regions are affected

- 6.3. RDANA assessment shall be conducted amongst concerned RDANA Teams (National/Regional/Local), jointly as deemed necessary.
- 6.4. Organizing, capacitating and equipping respective RDANA teams shall be undertaken by the member agencies and office of the DRRMCs.
- 6.5. Maximize utilization of ICT and other technological tools such as drones and satellite imagery in lieu of physical deployment and to minimize exposure of RDANA teams to hazardous situations.
- 6.6. Preparation and submission of RDANA Report to be provided to higher authorities copy furnished LGUs concerned.
- 6.7. Should disaster data be available and accessible from credible sources despite the existence of the above triggers, there is no need for the conduct of RDANA and deployment of RDANA Teams.
- 6.8. Deployment of RDANA Teams shall be for a maximum of five (5) days per deployment exclusive of travel time.
- 6.9. The DRRMC shall build the capacities of RDANA teams through periodic orientation and re-orientation of identified trained members and new team members from agencies/offices.

## 7. STANDARD OPERATING PROCEDURES

### 7.1. Triggers for RDANA

7.1.1. The triggers for the conduct of RDANA shall be any of the following:

- 7.1.1.1. Declaration of a State of Calamity<sup>1</sup>;
- 7.1.1.2. Official request for RDANA assistance shall emanate from the affected LGU or Region to higher DRRM council;
- 7.1.1.3. Absence of contact in areas expected and/or suspected to be severely affected within six (6) hours using all primary and backup communication means;
- 7.1.1.4. Devastation as assessed in Pre-Disaster Risk Assessment (PDRA) meetings and/or and as reported by more than one media reports;
- 7.1.1.5. As recommended and directed by the OCD at the National/ Regional Level<sup>2</sup> or Local Chief Executive/ LDRRMO at the Local Level.

7.1.2. Individual agencies may also initiate the conduct of a rapid assessment for respective specific sectors that have been affected by a disaster. In this case, the triggers for the conduct of assessment shall be in accordance with the guidelines and mandates of the said agency.

### 7.2. Composition of RDANA Team Members

7.2.1. The formation of RDANA Team shall commence with the identification of leader coming from the following agencies/offices:

<b>DRRMC Level</b>	<b>Agency/Office RDANA Team Leader</b>
NDRRMC	OCD Central Office
RDRRMC	OCD Regional Office
PDRRMC	Provincial DRRM Office
CDRRMC	City DRRM Office
MDRRMC	Municipal DRRM Office
BDRRMC	Barangay DRRM Committee

For RDRRMC Level for BARMM, RDANA Team leader will be under the discretion of the BARMM DRRM Chairperson or Executive Director of the BARMM DRRMC.

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<sup>1</sup> In most cases, the Declaration of State of Calamity is based on the recommendation of EOC/LDRRMCs. However, RDANA can be conducted during sudden onset of disaster thereby requiring full assessment operations and augmentation of RDANA teams before the Declaration of State of Calamity.

<sup>2</sup> In the case of BARMM, recommendation will emanate from the BARMM Government or from OCD BARMM (subject for approval of BARMM DRRMC).

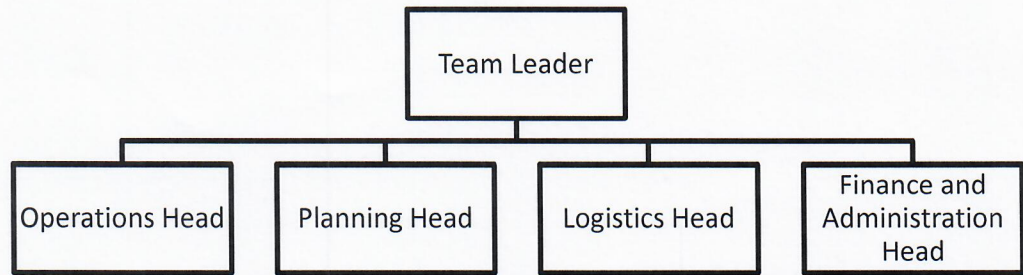
7.2.2. The assigned RDANA Team Leader shall organize the members based on the requirements of the assessment. Selection of RDANA Team Members shall consider the following:

- 7.2.2.1. Agency/office/organization mandate
- 7.2.2.2. Relevance of background, experience and skills to the assessment requirements
- 7.2.2.3. Health condition (must be in excellent health condition, no comorbidity, must be tested as COVID-19 negative within 48 hours prior to deployment, fully vaccinated and must be able to work in a stressful and high-risk situation, etc.)
- 7.2.2.4. Proximity of the RDANA Team Member to initially report to the Emergency Operations Center (EOC) or the actual assessment site
- 7.2.2.5. With shared commitment and willingness to adapt to a dynamic working environment

7.2.3. The RDANA Team shall be task organized into five (5) management functions patterned with the management principles of Incident Command System (ICS). Additional members shall be added under each function based on the requirements of the assessment:

- 7.2.3.1. Team Leader: supervises the team meetings and deployment activities, designates tasks and communicates to the EOC for updates
- 7.2.3.2. Operations Head: manages implementation of field assessment and sectoral on-site data gathering
- 7.2.3.3. Planning Head: spearheads documentation, data collection and analysis for review and approval of the team leader.
- 7.2.3.4. Logistics Head: manages tools, supplies and logistics requirements of the RDANA team
- 7.2.3.5. Finance and Administration Head: manages finance and administration requirements of the RDANA team





7.2.4. All member agencies identified in item 7.2.3 shall ensure readiness of its identified RDANA Team upon receipt of Memorandum for the conduct of RDANA.

7.2.5. The DRRMC may tap the support of civil society organizations (CSOs), private sector groups as well as local or international non-government organizations to join in the assessment as long as they are duly coordinated with, authorized and approved by the Chairperson of the DRRMC.

### 7.3. Areas of Assessment

7.3.1. The following shall be the recommended priority areas of assessment for RDANA:

<b>Areas of Assessment</b>	<b>Recommended Agencies/Offices to be tapped for RDANA Operations</b>
Health	Department of Health (DOH) Local Health Office (LHO) Barangay Health and Social Welfare Committee Barangay Health Emergency Response Team
Food	Department of Social Welfare and Development (DSWD) Local Social Welfare Office (LSWO) Barangay Health and Social Welfare Committee Barangay Nutrition Committee
Shelter	Department of Social Welfare and Development (DSWD) Local Social Welfare Office (LSWO)
Infrastructure	Department of Public Works and Highways (DPWH) Local Engineering Office (LEO)
Law and Order	Philippine National Police (PNP) Armed Forces of the Philippines (AFP) Public Order and Safety Office Barangay Peace and Order Committee

Search, Rescue and Retrieval	Armed Forces of the Philippines (AFP) Bureau of Fire Protection (BFP) Philippine National Police (PNP) Philippine Coast Guard (PCG) Local DRRM Office (LDRRMO) Barangay DRRM Committee
Energy	Department of Energy (DOE) Local Engineering Office (LEO) Local Electric Cooperatives
Communications	Department of Information and Communications Technology (DICT) Local Engineering Office (LEO)
Transportation	Department of Transportation (DOTr) Local General Services Office Local Traffic Management Office Public Order and Safety Office Barangay Peace and Order Committee
Education	Department of Education (DepEd)
Agriculture	Department of Agriculture (DA) Bureau of Fisheries and Aquatic Resources (BFAR) Local Agriculture Office Barangay Agriculture and Fisheries Committee
Water Supply	National Water Resource Board (NWRB) Local Water Utilities and Concessionaires Barangay Environmental and Waste Management Committee

7.3.2. Other sectors and areas of assessment may be added based on the requirements of the RDANA operations

In the case of BARMM or MMDA, if there are no counterpart agencies/offices, Bangsamoro DRRMC/Metro Manila DRRMC shall have discretion to identify the agency/office to represent.

7.3.3. All member agencies identified in item 7.2.3 shall ensure readiness of its identified RDANA Team upon receipt of Memorandum for the conduct of RDANA.

#### 7.4. Mobilization Procedures

Mobilization of RDANA Teams shall adhere to the following procedures:

##### 7.4.1. Pre-Mobilization

7.4.1.1. Based on the triggers stated in item 7.1, an emergency DRRMC meeting shall be convened to discuss the current situation and response priorities. Should there be data gaps that require field

- 7.4.2.5. Should the operations be considered as unsafe for assessment, the RDANA Team Leader, in coordination with the EOC Manager or IC, shall have the authority to suspend or terminate the RDANA operations.

#### **7.4.3. Termination:**

- 7.4.3.1. Should there be no need for conduct of rapid data gathering and assessment, the EOC Manager shall recommend for termination of RDANA operations, for approval of the DRRMC. Once approved, the RDANA Team shall be called back and report to the EOC.
- 7.4.3.2. The RDANA Team shall duly report to the local authorities about the termination of the mission and undergo necessary demobilization procedures.
- 7.4.3.3. Upon reporting to the EOC, the RDANA TEAM shall prepare a final assessment report to the DRRMC. Further, the EOC Manager shall arrange for a debriefing for the RDANA Team, highlighting what went well and processing the areas for improvement.
- 7.4.3.4. The RDANA Team shall submit an accounting and auditing of all mission-related expenditures and turnover all necessary supplies, equipment and other logistical resources in accordance with all relevant existing rules and regulations.

#### **7.5. Reporting Procedures**

- 7.5.1. The updated RDANA Form (Annex A) shall be used in data gathering and assessment process.
- 7.5.2. All accomplished RDANA Forms shall be reviewed by the Team Leader and submitted to the EOC for consolidation and analysis within 72 hours upon deployment at the assessment site. Subsequent forms shall be accomplished and submitted thereafter until the completion of the assessment.
- 7.5.3. A Final RDANA Report shall be submitted and presented to the DRRMC through the EOC upon termination of the operations (maximum of five days) The report shall highlight the summary of actions taken, damages, needs and recommended actions for prioritization of the DRRMC.

#### **7.6. Funding**

All programs, activities and its costs associated in the operationalization of RDANA, from the preparation, pre-mobilization to termination, shall be included in the LGU's regular programs under the Local DRRM Plan and shall be charged against the Local DRRM Fund.

## 8. INSTITUTIONAL ARRANGEMENTS

- 8.1. The Department of the Interior and Local Government (DILG), as the Vice-Chairperson for Disaster Preparedness, shall ensure the readiness and operational capacities of the LDRRMCs, as the first line of defense in disasters, to undertake and to spearhead the conduct of RDANA deployment at the ground level before escalating to higher level DRRMCs.
- 8.2. The Department of Social Welfare and Development (DSWD), as the Vice-Chairperson for Disaster Response, shall exercise leadership in the performance of response operations, including the conduct of RDANA, in accordance with the National Disaster Response Plan and other relevant issuances and guidelines.
- 8.3. The Office of Civil Defense (OCD), as the Executive Arm and Secretariat of the NDRRMC, shall work with the member agencies and other stakeholders to develop the necessary tools, templates, procedures, and process flows to operationalize the provisions of this Memorandum Circular.
- 8.4. All member agencies and offices of the DRRMC at the national, regional, and local levels shall implement the provisions stated in this Memorandum Circular and undertake parallel dissemination to respective stakeholders.

## 9. CONTINUOUS DEVELOPMENT AND ENHANCEMENT OF THE OVERALL RDANA PROCESS

While it is understood that all other existing RDANA related issuances inconsistent herewith are hereby repealed or modified accordingly, the RDANA SOP shall be subject to continuous development and enhancement based on documented lessons learned and practices for RDANA operations. For this purpose, the OCD Operations Service through the 24/7 Operations Center (OPCEN) Division and Response and Operational Coordination Division (ROCD) will initiate the necessary desk reviews, focus group discussions, meetings, workshops and other relevant activities with concerned NDRRMC member agencies, Regional Offices and other stakeholders.

**BY THE AUTHORITY OF THE CHAIRPERSON, NDRRMC**

  
**UNDERSECRETARY RICARDO B JALAD**  
Executive Director, NDRRMC and  
Administrator, OCD



## RDANA FORM

To be accomplished within the first 72 HOURS after a disaster.

**1. PROFILE OF THE DISASTER & RDANA MISSION**

1.1 EMERGENCY OPERATION		1.2 RDANA MISSION	
1.1.1 Name of Operation/Event :	_____	1.2.1 Region :	_____ (required)
1.1.2 Type of Disaster/Event :	_____	1.2.2 Province :	_____ (required)
1.1.3 Date and Time of Event :	_____	1.2.3 City/Municipality:	_____ (required)
		1.2.4 Barangay :	_____ (required)
		1.2.5 Sitio/Purok :	_____
		1.2.6 GPS Coordinate :	_____
		1.2.7 Date and Time of RDANA:	_____ (required)
1.3 LOCAL AUTHORITIES/PERSONS INTERVIEWED			
1.3.1 Name:	_____	1.3.2 Age:	_____
1.3.4: Designation:	_____	1.3.5: Phone number:	_____
		1.3.6 Email:	_____
1.4 SUMMARY DESCRIPTION OF DISASTER / INCIDENT (IMPACT AND LOCATION)			

**2. INITIAL IMPACT: (DEMOGRAPHICS)**

2.1 Affected Families: _____	2.3 Displaced Families (Inside ECs): _____	2.5 Displaced Families (Outside ECs): _____
2.2 Affected Persons: _____	2.4 Displaced Persons (Inside ECs): _____	2.6 Displaced Persons (Outside ECs): _____
2.2a Affected children:		
Age 0-2: _____	Age 3-5: _____	Age 6-12: _____
2.2b PWD: _____	2.2c Elderly: _____	
<i>Depending on the type of disaster, BASELINE may be equal to AFFECTED; but in all situations, DISPLACED is a subset of AFFECTED; RETURNING is a subset of DISPLACED.</i>		
2.7 Missing (Male): _____	2.8 Missing (Female): _____	2.9 Missing (Total): _____
2.10 Injured (Male): _____	2.11 Injured (Female): _____	2.12 Injured (Total): _____
2.13 Dead (Male): _____	2.14 Dead (Female): _____	2.15 Dead (Total): _____

**3. ACCESSIBILITY**

3.1 Is the community accessible? <input type="checkbox"/> Yes <input type="checkbox"/> No
3.2 How can the community be reached? [check all that applies] <input type="checkbox"/> Car or Bus <input type="checkbox"/> 4WD or 6-10-Wheeler Trucks <input type="checkbox"/> Motorcycle <input type="checkbox"/> Foot <input type="checkbox"/> Boat <input type="checkbox"/> Airplane <input type="checkbox"/> Helicopter <input type="checkbox"/> Horse/cow/carabao
3.3 Are their road segments or bridges that are damaged? <input type="checkbox"/> Yes <input type="checkbox"/> No
3.3.1 If yes, please indicate details below <input type="checkbox"/> Partially passable <input type="checkbox"/> Totally Unpassable <input type="checkbox"/> Others Specify: _____
3.4 Based on current situation, please identify your most immediate need on access: [check all that applies] <input type="checkbox"/> Transport <input type="checkbox"/> Debris clearing <input type="checkbox"/> Road repair <input type="checkbox"/> Bridge repair <input type="checkbox"/> Traffic Management <input type="checkbox"/> Early Warning Signs / Guide lights <input type="checkbox"/> Coordination with Port/RORO Operator <input type="checkbox"/> Coordination with CAAP / Airport Mgt. <input type="checkbox"/> Cash <input type="checkbox"/> Others _____

**4. POWER OR ELECTRICITY**

4.1 Is their electricity in the community? <input type="checkbox"/> Yes <input type="checkbox"/> None (Totally, no power) <input type="checkbox"/> Partial (cite % without power) _____ <input type="checkbox"/> Limited from (time) _____ to _____ <input type="checkbox"/> No power even before the disaster (proceed to next section)	4.2 Based on observations, please check if the following are true: <input type="checkbox"/> Fallen electric posts <input type="checkbox"/> Fallen or damaged electric tower <input type="checkbox"/> Power lines are cut <input type="checkbox"/> Damaged transformers <input type="checkbox"/> Damaged Power Plant <input type="checkbox"/> Others _____
4.3 How many days from date of survey will the fuel stock in the community last? _____	4.4 What are the urgent power (electricity) needs of the community? <input type="checkbox"/> Generators / Alternative Power Kit (Solar) Quantity _____ <input type="checkbox"/> Gasoline for Generators Quantity _____ <input type="checkbox"/> Diesel for Generators Quantity _____

**5. COMMUNICATIONS**

5.1 Please check if the following telecommunication services are operational (has signal) in the area: <input type="checkbox"/> Smart/Sun <input type="checkbox"/> Globe/TM <input type="checkbox"/> Others	
5.2 Please check if the following services are operational in the area: <input type="checkbox"/> Radio - AM <input type="checkbox"/> Radio - FM <input type="checkbox"/> TV Free-Air <input type="checkbox"/> TV Cable <input type="checkbox"/> TV Satellite	5.3 Please check if the following alternative communications are operational in the area: <input type="checkbox"/> Satellite Phone <input type="checkbox"/> VHF Radio <input type="checkbox"/> UHF Radio <input type="checkbox"/> HF/SSB Radio <input type="checkbox"/> BGAN <input type="checkbox"/> V-SAT
5.3 Based on current situation, please identify your most immediate need on communication [check all that applies] <input type="checkbox"/> Communication to Family or Relatives <input type="checkbox"/> Communication to Responders / Government <input type="checkbox"/> Mobile Phone connection <input type="checkbox"/> Internet connection <input type="checkbox"/> Charging station <input type="checkbox"/> Cash <input type="checkbox"/> TV / RADIO service <input type="checkbox"/> Public Address System <input type="checkbox"/> Others _____	

**6. EVACUATION CENTER DETAILS**

6.1 Is there an evacuation center in the community? <input type="checkbox"/> Yes <input type="checkbox"/> No [Skip to next section]	6.2 If yes, is there a designated camp manager? <input type="checkbox"/> Yes <input type="checkbox"/> No
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6.3 Evacuation Center summary				
			Inside EC	
Name of Evacuation Center	Address	GPS COORDINATES	# FAMILY	# PERSON
6.4 What are the existing protection mechanisms in the community, communal shelters, or evacuation sites for cases related to maltreatment or violence against these groups of people? [check all that applies]				
<input type="checkbox"/> Security Patrols Organized by the Affected Population <input type="checkbox"/> BCPD Desk <input type="checkbox"/> Others _____		<input type="checkbox"/> Police Presence / Patrols <input type="checkbox"/> Women-Friendly Spaces <input type="checkbox"/> No Protection Mechanism at all.		<input type="checkbox"/> VAWC Desk <input type="checkbox"/> Church Groups <input type="checkbox"/> Community Protection Groups <input type="checkbox"/> Child-Friendly Spaces
6.5 Please check the following if operational in the evacuation areas (Check all that applies):				
<input type="checkbox"/> Lighting <input type="checkbox"/> Cooking Areas <input type="checkbox"/> Medical / Health Desk <input type="checkbox"/> Others _____		<input type="checkbox"/> Ventilation <input type="checkbox"/> Separate Toilets/Baths for PWDs <input type="checkbox"/> Police / VAWC Desk		<input type="checkbox"/> Sleeping Areas with partition <input type="checkbox"/> Washing Areas <input type="checkbox"/> Marked breast-feeding Areas <input type="checkbox"/> Separate Toilets/Baths for Male and Female <input type="checkbox"/> Camp Management Team <input type="checkbox"/> "Libreng Tawag" / Phone recharging station
<b>7. RELIEF ASSISTANCE</b> (e.g., Family Food Packs, Clothes, Sleeping Implements, Kitchen Utensils, Water Kits, Cash, others)				
7.1 Has the community/EC received assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No [skip to next section]				
7.2 If yes, please list below				
NAME or ORGANIZATION (required)	CONTACT PERSON	CONTACT DETAILS	ASSISTANCE GIVEN PARTICULAR QUANTITY	SERVICE DATE START END
<b>8. SEARCH-RESCUE-RETRIEVAL</b>				
8.1 Based on observation, is SEARCH-RESCUE-RETRIEVAL needed in your community? <input type="checkbox"/> Yes <input type="checkbox"/> No [Skip to next section] <input type="checkbox"/> Do not know		8.2 Please check what SRR is needed:		
		<input type="checkbox"/> Search and Rescue (SAR) <input type="checkbox"/> Urban Search and Rescue (USAR) <input type="checkbox"/> Mountain Search and Rescue <input type="checkbox"/> Collapsed Structure Search and Rescue <input type="checkbox"/> Water Search and Rescue <input type="checkbox"/> Maritime Search and Rescue <input type="checkbox"/> Aviation Search and Rescue <input type="checkbox"/> Others _____		
<b>9. LAW and ORDER</b>				
9.1 Is LAW AND ORDER a problem in your community? <input type="checkbox"/> Yes <input type="checkbox"/> No [Skip to next section] <input type="checkbox"/> Do not know		9.2 Are any of the following a threat in your community? [check all that applies]:		
		<input type="checkbox"/> Looting <input type="checkbox"/> Robbery <input type="checkbox"/> Banditry, Hold-up <input type="checkbox"/> Kidnapping <input type="checkbox"/> Human Trafficking <input type="checkbox"/> Violence against Children <input type="checkbox"/> Violence against Women <input type="checkbox"/> Sexual Abuse <input type="checkbox"/> Violence between groups <input type="checkbox"/> Violence between families <input type="checkbox"/> Juvenile delinquency <input type="checkbox"/> Others _____		
9.3 Please check if any of the following are present in your community				
<input type="checkbox"/> Barangay Tanod (BPSO) <input type="checkbox"/> Police (PNP) <input type="checkbox"/> Philippine Army/Air Force/Navy/Marine		<input type="checkbox"/> Coast Guard <input type="checkbox"/> Other law enforcement units _____		<input type="checkbox"/> Terrorist <input type="checkbox"/> Private armies <input type="checkbox"/> Extremists <input type="checkbox"/> Syndicates/Bandits/Pirates <input type="checkbox"/> Other Armed Groups _____
<b>10. SHELTER</b>				
10.1 Number and/or percentage of <u>destroyed</u> houses (irreparable) _____ # <input type="checkbox"/> <25% <input type="checkbox"/> 26-50% <input type="checkbox"/> 51-75% <input type="checkbox"/> >75%				
10.2 Number and/or percentage of <u>damaged</u> houses (e.g., walls, roof and column collapsed, hanging wall) (repairable) _____ # <input type="checkbox"/> <25% <input type="checkbox"/> 26-50% <input type="checkbox"/> 51-75% <input type="checkbox"/> >75%				
10.3 Based on current situation, please identify your most immediate need on shelter: [check all that applies]				
<input type="checkbox"/> Hammer/Nails/Saw <input type="checkbox"/> Galvanized Iron sheets <input type="checkbox"/> Tarpaulins <input type="checkbox"/> Plastic sheeting <input type="checkbox"/> Tents <input type="checkbox"/> Sleeping Mat <input type="checkbox"/> Blanket <input type="checkbox"/> Mosquito Net <input type="checkbox"/> Cash <input type="checkbox"/> Lumber <input type="checkbox"/> Plywood <input type="checkbox"/> Others _____				
<b>11. FOOD SECURITY</b>				
11.1 Do people have access to food in their current location? <input type="checkbox"/> Yes <input type="checkbox"/> No				
11.2 What are the main sources of food in the area? <input type="checkbox"/> Household food stocks <input type="checkbox"/> Household garden/farm <input type="checkbox"/> Local market <input type="checkbox"/> Local fisher folks/animal growers <input type="checkbox"/> Humanitarian aid <input type="checkbox"/> Other: _____				
11.3 Is the local market operating? <input type="checkbox"/> Yes <input type="checkbox"/> No		11.4 Is there a food warehouse in the area? <input type="checkbox"/> Yes <input type="checkbox"/> No		
11.5 Based on current situation, please check most immediate food need				
<input type="checkbox"/> Cooked food <input type="checkbox"/> Food pack <input type="checkbox"/> Rice <input type="checkbox"/> Fresh produce <input type="checkbox"/> Cash <input type="checkbox"/> Others _____				
<b>12. WATER SUPPLY</b>				
12.1 Is their access to water for drinking? <input type="checkbox"/> Yes <input type="checkbox"/> No				
12.2 Is their access to water for domestic use? <input type="checkbox"/> Yes <input type="checkbox"/> No				
12.3 What is the primary water source for drinking?			12.4 Do affected households have their own water containers with a lid to store water? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Open well <input type="checkbox"/> Bore hole/hand pump <input type="checkbox"/> Stream/river <input type="checkbox"/> Storage/collection container <input type="checkbox"/> Piped water system <input type="checkbox"/> Other _____				
12.5 Based on current situation, please identify your most immediate needs for water systems?				
<input type="checkbox"/> Jerry cans <input type="checkbox"/> Bottled water <input type="checkbox"/> Water Distribution/Delivery <input type="checkbox"/> Water Purification Device <input type="checkbox"/> Cash <input type="checkbox"/> Others _____				
<b>13. SANITATION</b>				
13.1 Is their access to functioning sanitary facilities? <input type="checkbox"/> Yes <input type="checkbox"/> No				

13.2 Are there separate facilities for women and men? <input type="checkbox"/> Yes <input type="checkbox"/> No		14.3 Do affected families have adequate personal hygiene supplies? (e.g., soap, sanitary napkins, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No	
14.4 Based on current situation, please identify your most immediate need on sanitation: [check all that applies] <input type="checkbox"/> Toilet facilities <input type="checkbox"/> Bathing Facilities <input type="checkbox"/> Hygiene kits <input type="checkbox"/> Dignity Kits <input type="checkbox"/> Water / Water Supply <input type="checkbox"/> Solid Waste Management <input type="checkbox"/> Information on Good Sanitary Practices <input type="checkbox"/> Over-all Cleanliness of the area <input type="checkbox"/> Cash <input type="checkbox"/> Others _____			
<b>14. HEALTH</b>			
14.1 Do people have access to Health Services in the community? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know		14.2 Which health facilities/services are functional? <input type="checkbox"/> Barangay health station <input type="checkbox"/> Hospital <input type="checkbox"/> Health desk <input type="checkbox"/> Mobile health units <input type="checkbox"/> Birthing facility <input type="checkbox"/> Others _____	
14.3 What are the main health concerns? <input type="checkbox"/> Diarrhea/dehydration <input type="checkbox"/> Skin infections <input type="checkbox"/> Hypertension <input type="checkbox"/> Respiratory infection <input type="checkbox"/> Gastro-intestinal illnesses <input type="checkbox"/> Trauma <input type="checkbox"/> Others _____		14.4 What is the level of availability of medicines and medical supplies in health facilities? <input type="checkbox"/> Adequate <input type="checkbox"/> Inadequate	
15.5 Based on current situation, please identify your most immediate need on health <input type="checkbox"/> Mobile clinics <input type="checkbox"/> Health personnel <input type="checkbox"/> Medicines <input type="checkbox"/> Medical Supplies <input type="checkbox"/> Maternity and New born Kits <input type="checkbox"/> Reproductive Health Commodities <input type="checkbox"/> Supply of Blood <input type="checkbox"/> Cash <input type="checkbox"/> Others _____			
<b>15. NUTRITION</b>			
15.1 Is their information on infants that are exclusively breastfed? <input type="checkbox"/> Yes <input type="checkbox"/> No		15.2 Have infant milk products (e.g., milk formulas) and/or baby bottles/teats been distributed since the start of the emergency? <input type="checkbox"/> Yes <input type="checkbox"/> No	
15.3 Are any of the following activities being continued without any disruption during the emergency? Vitamin A capsule supplementation for children 6-59 months: <input type="checkbox"/> Yes <input type="checkbox"/> No Iron-Folic Acid tablet distribution for pregnant and lactating women: <input type="checkbox"/> Yes <input type="checkbox"/> No Multiple Micronutrient Powders/Iron Syrup/Iron Drops for children 6-23 months of age: <input type="checkbox"/> Yes <input type="checkbox"/> No Management of children with moderate and severe acute malnutrition: <input type="checkbox"/> Yes <input type="checkbox"/> No			
15.4 Based on current situation, please identify your most immediate need on nutrition (shade all that applies): <input type="checkbox"/> Food <input type="checkbox"/> Food supplements <input type="checkbox"/> Bottled water <input type="checkbox"/> Management of Children with severe malnutrition <input type="checkbox"/> Cash <input type="checkbox"/> Others _____			
<b>16. PROTECTION</b>			
16.1 Are their cases (reported or not) of violence in the community as a result of the disaster or displacement? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know			
16.2 Presence of vulnerable people in the community/EC who need assistance: <input type="checkbox"/> Unaccompanied/Separated MINORS/ORPHANS <input type="checkbox"/> Unaccompanied/Separated SENIORS <input type="checkbox"/> Sick <input type="checkbox"/> PWD <input type="checkbox"/> PWSN <input type="checkbox"/> Pregnant/Lactating <input type="checkbox"/> Child Headed <input type="checkbox"/> Single Adult Headed <input type="checkbox"/> Senior Headed <input type="checkbox"/> Ethnic/IP			
17.3 Is there an existing reporting mechanism for protection related incidents? <input type="checkbox"/> Yes <input type="checkbox"/> No		17.4 Based on current situation, please identify your most immediate need for protection essential services: <input type="checkbox"/> Referral <input type="checkbox"/> Police Presence <input type="checkbox"/> Local Gov't. Official's Presence <input type="checkbox"/> Social Services <input type="checkbox"/> Counseling / Debriefing <input type="checkbox"/> Others _____ <input type="checkbox"/> Replacement of identification documents	
<b>17. EDUCATION</b>			
17.1 Number of classrooms are being used as evacuation centers: _____ 17.2 Number of children are staying in the evacuation centers: _____ 17.3 Number of <u>destroyed (irreparable)</u> classrooms: _____ 17.4 Number of <u>damaged</u> (repairable) classrooms (Walls, roof and column collapsed, hanging wall etc.): _____			
117.5 What are the most urgent educational needs in the area. Please shade all that apply: <input type="checkbox"/> Safe spaces to hold classes <input type="checkbox"/> Replacement of Children's School Supplies <input type="checkbox"/> Replacement of Learning Materials <input type="checkbox"/> Replacement of Teaching Materials <input type="checkbox"/> Repair of Damaged Buildings <input type="checkbox"/> Securing Water & Sanitation Facilities at Learning sites <input type="checkbox"/> Integrating affected children to other schools <input type="checkbox"/> Securing Light & Ventilation at Learning sites <input type="checkbox"/> Cash <input type="checkbox"/> Others _____			
<b>18. LIVELIHOOD/ EARLY RECOVERY</b>			
18.1 What is the main source of livelihood? _____		18.2 Based on current situation, please identify your most immediate need on livelihood/early recovery? <input type="checkbox"/> Transport <input type="checkbox"/> Cash for Work <input type="checkbox"/> Debris clearance <input type="checkbox"/> Cash <input type="checkbox"/> Others _____	
<b>19. COMMUNITY ENGAGEMENT</b>			
19.1 Based on observation, does the community receive from government or concerned agencies the information they need to cope with the evolving humanitarian situation? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know		19.2 What do affected people want to know most? <input type="checkbox"/> General situation <input type="checkbox"/> Situation at home <input type="checkbox"/> Information about family members <input type="checkbox"/> What aid is coming <input type="checkbox"/> Weather situation <input type="checkbox"/> Health advice <input type="checkbox"/> Security information <input type="checkbox"/> Other _____	
19.3 What are the main sources of information? <input type="checkbox"/> Friends/neighbors/family <input type="checkbox"/> Community leader <input type="checkbox"/> Religious leader <input type="checkbox"/> Government official <input type="checkbox"/> Military official <input type="checkbox"/> TV (national/local) <input type="checkbox"/> Newspaper (national/local) <input type="checkbox"/> AM/FM radio <input type="checkbox"/> Aid worker <input type="checkbox"/> Community group <input type="checkbox"/> Social media <input type="checkbox"/> Others _____			
<b>20. OVER-ALL ASSESSMENT (not to be asked from the key informant, but as a concluding observation of the enumerator)</b>			
21.1 When you consider the general situation in the area, would you say: <input type="checkbox"/> People are facing serious problems in the area <input type="checkbox"/> As a result of the emergency, people will get sick and might even die			

As a result of the emergency, many people have already died

20.2 Please provide general justification for the answer: \_\_\_\_\_  
\_\_\_\_\_

Submitted by:

<b>NAME</b>		<b>DESIGNATION</b>	
<b>ORGANIZATION</b>		<b>RDANA Team</b>	
<b>CONTACT #</b>		<b>EMAIL</b>	