



Emergency Reporting **Template**

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

The template below aims at helping data gathering and reporting in a quick and standardised way.

Situation Report

| | |
|----------------------|--|
| Centre | |
| Address | |
| Incident Date | |
| Report Date | |
| Prepared By | |
| Authorised By | |
| Date | |

Main Issue

Nature of the emergency:

- Main Issue**
- Additional Issues**
- Others as relevant**

Description of the emergency:

Actions taken and names of staff involved:

Impact

| | |
|--|--|
| <p>The direct impact:</p> | |
| <p>Other reasons for concern:</p> | |
| <p>Recommendations:</p> | |

The current situation and needs:

| | |
|--|--|
| <p>The direct impact:</p> | |
| <p>Other reasons for concern:</p> | |
| <p>Recommendations:</p> | |