

Checklist for UNICEF Communications Officers in an Emergency

UNICEF must quickly, frankly and convincingly tell the world about the immediate needs of mothers and children, and what UNICEF is doing to help. It could determine the amount of funds we raise to meet the life-saving requirements of an emergency. Speed of response is vital. National Committees and journalists are under pressure to provide information to their donors and readers. If information is not available at UNICEF, direct a journalist to another source. Although all senior programme staff will be preoccupied by an emergency, making themselves available to the media is essential. One quote from a Representative about UNICEF's activities can make all the difference to fund-raising efforts thousands of miles away. This and all other information must be relayed immediately to New York, Geneva and the regional office.

When an emergency occurs, UNICEF's first concern is to obtain from its government counterparts and field contacts an estimate of the damage, the threat to life-support services and the size and situation of the affected mother-and-child population. The information officer can help by gathering details from external sources. Office colleagues must reciprocate by giving the facts as soon as they are known to the information officer, who, in turn, shares them as soon as possible with DOC in New York and Geneva.

The first days of an emergency are of peak media interest. The UNICEF information officer must consequently be at peak performance. Good media relations established at the early stages will set the tone for the whole exercise

Once the government has requested international assistance, the Representative will decide what form UNICEF aid will take. The Representative will probably assign emergency responsibilities among the office staff, possibly creating a special task force. In major, long-term emergencies, the information officer should ask for additional support. It is very important that the senior information officer in the UNICEF office is kept fully informed of each step of UNICEF's emergency response and evaluation of the situation.

Media demands for news will be greatest in the first days of an emergency. Collecting and communicating emergency-related material for the media must be the UNICEF information officer's priority.

Information officers at the country, regional, Geneva and New York headquarters levels must be continuously updated on all aspects of UNICEF involvement and, to avoid contradictions, must rapidly share with each other the content of all releases, briefings and interviews they have

given the media, as well as the nature of media queries they have received.

Information officers should not wait for details on emergencies to reach their offices. They should establish communication with sources of information at the emergency scene and among other UN agencies, government offices and NGOs participating in the relief work. Here are some pointers for keeping headquarters, Geneva and National Committees informed.

Keep up-to-date estimates of the affected population and proportion of women and children; the number of people UNICEF supplies are to serve and for what period of time; descriptions of UNICEF supplies delivered, including quantities and their dollar value; where supplies came from and how, when and where they arrived, and how they are being distributed. Also, identify donors.

Keep updated records of how many local and international staff are deployed for the emergency, with office and home phone numbers of key individuals.

When time permits, prepare a short briefing paper with some essential background facts about the country and the emergency-affected area, UNICEF's relief role and the names and telephone numbers of UNICEF officers involved in the emergency. Do not provide figures unless you are confident they are accurate. Always cite sources for any figures you release.

Reach an understanding with your Representative on how to handle any information that has not been confirmed or that must be withheld, and how to deal with controversial issues (see below, under the subhead, 'Politically controversial situations').

Journalists will be eager to reach the affected scene. A UNICEF offer of a place on an aircraft or truck carrying supplies would be welcome. Give places to journalists representing the most influential or development-oriented media outlets, but do not imply or expect that this will 'buy' coverage favourable to UNICEF.

Helping journalists get out the story is part of the field information officer's job, but obviously the demands of journalists must not interfere with emergency operations. Be firm in setting ground rules to protect your emergency staff colleagues.

UNICEF has a special need to inform the public in order to support fund-raising. Our emergency staff has the authority to initiate and take action on the ground. UNICEF has always been free to conduct independent information and advocacy.

The information officer must keep partners in the emergency informed about UNICEF press releases and statements. If the UNICEF position varies significantly from the picture being given by relief agency partners, try to sort out the problem before going public, but stand by the facts you

have verified. Where there is doubt, double-check and get verification from more than one source.

Avoid alarmist and emotional language in releases and briefings. Just state the facts. Evaluations, comparisons, speculation or predictions should not be made by information officers. If made at all, they should be in quotes from identified expert sources.

Emphasize and make visible UNICEF co-operation in the overall effort, including the supplies we often provide to the health and feeding centres operated by NGOs. Make sure that UNICEF equipment, transport and supplies are prominently marked with the UNICEF name and symbol. UNICEF staff should wear UNICEF T-shirts, caps, etc whenever possible and especially during media visits. These will speak for themselves in photographs and film footage. Do not criticize others, but be quick to respond with the facts when others wrongfully criticize UNICEF. Brief colleagues in preparation for press interviews. These should be arranged when a UNICEF officer is in the field or returns from the emergency, or done by radio or telephone from the scene, if possible. Brief your UNICEF colleagues on emerging information problems, criticisms of UNICEF, the UN or other involved parties, and any government sensitivities, such as 'blame' for the emergency or accusations that the UN is 'taking over'.

Convince your colleagues to call you at anytime, day or night, when important changes in the situation occur, and always when there is to be a major movement of UNICEF supplies or personnel to or from the emergency scene.

It is up to the field information officer to get in touch with New York and Geneva rapidly when fresh information becomes available. They should receive warning of controversial issues and criticisms that might surface at the emergency scene and advice on how to answer difficult questions. The officer should also prepare draft Emergency Information Notes that can be issued quickly to National Committees.

The first hours and days of an emergency are the most critical for UNICEF communications activities. It is important to establish UNICEF as a 'voice of authority,' so that media will seek our comment, and so that National Committees will have the information they need to quickly fundraise. Remember;

An office must compete for attention within UNICEF, and among other aid agencies

Checklist for Communications Officers in an Emergency:

THE FIRST 12 HOURS

Assess the emergency – *Talk to programme staff. Talk to the rep. Talk to your UN colleagues. Talk to programme staff from the field, talk to anybody who has seen the emergency. Learn to be able to translate what you hear from programme staff from technical language, into clear narrative. Journalists are best at this – talk to them!*

Establish your telephone and e-mail contacts so that you can be reached 24/7. *At a minimum, a cell phone with unlimited access, and preferably a Thuraya handheld satphone (if cell phone doesn't work in the field). Smooth communication in an emergency is vital to keep information flowing out, and funding and operational support flowing in.*

At a minimum, ensure that the New York Operations Centre (OPSCEN), the spokesman in Geneva, and the Emergencies Communications Officer in New York have your contact numbers. *OPSCEN must be able to locate you at any time of day. The Geneva office keeps Natcoms abreast of the operation and reports to the huge humanitarian affairs media corps based in Geneva. The New York Emergencies Communications Officer coordinates global communications support to your office (HQ statements, inserts for the SG's media briefing, video, web-based profiles, staffing etc.)*

Request the Representative to facilitate your attendance at all emergency-related conference calls with New York. *It is vital that you begin to understand the major themes and rhythm of your emergency. Questions posed by various UNICEF officers supporting the emergency will expose the concerns of the organisation, and give a global political and 'humanitarian community' context to your emergency.*

Arrange a conference call with your communications counterparts at HQ, the Regional Office, and Geneva. *This call will re-establish contacts, discuss the flow of information, help you to determine the support you may need, and gauge the level of interest in your emergency.*

Make an assessment of your communication tools. *Decide what is available, what is most critical, and how you will achieve each one (a general rule: In the critical early stages of an emergency, ANY INFORMATION is useful for your counterparts)*

- **Sitreps** – *At different stages these may be daily, or once every few days, or weekly. Establish with the representative the outline of the sitrep. See some examples in the annex. Frequent information is better than exhaustive information.*
- **Fact Sheets** – *You must generate clarity. It is important to have the best of current information, as well as 'baseline' facts on women and children – population, malnutrition rates prior to the emergency, access to water etc. This information helps your counterparts in UNICEF offices, journalists, and Natcoms to understand the effect of an emergency and to craft high-impact stories for donors.*
- **Photographs** – *In an emergency it is vital that programme staff and the Representative travelling to the field are equipped with digital cameras. During an emergency, all staff become part of the information network. For guidelines on photos, see...*
- **Video footage** – *Do whatever you can to obtain video footage of the emergency, and UNICEF's role. If you have no time, or the office has no video camera, then hire a local TV journalist, or hire a friend who has a video camera. Send the footage to the video unit at HQ. For guidelines on video, see.....*
- **Press releases** – *Press releases serve to clarify UNICEF's voice, to define our actions in an emergency, and to let the public know we are THERE, with our eyes on the emergency. A press release should be issued as early as possible – within hours. Liase closely with NY to define further press release opportunities. Establish the internal clearance procedure – usually just the rep. For information on writing a press release, see...*
- **News Notes** – *These lie somewhere between a press release and a human interest story. They can be very short – 150 words or so. They explain an immediate news development that affects children and women in an emergency, but don't include UNICEF action.*
- **Media** – *compile a contact list. Establish an e-mail list of all journalists who contact you for information. Looking for the international press? Stake-out likely hotels, or look online at who is filing stories from your emergency. National media and international media will be more and less important at different stages.*
- **List of spokespeople** – *Define who these are. Take into account foreign languages spoken. The list will change as the emergency changes. In general, either you or the Representative will have to handle the bulk of interviews in the early stages. The list may grow to include programme staff. **If possible, have the Representative travel to the site of the emergency as early as possible.***

- **Human interest stories** – *In an emergency, a photograph with a paragraph explaining the text will do. Do an interview with a staff member who has been to the field. Get as close as you can to the emergency, then write about it.*

Ensure you have visibility materials – *Contact Supply Division, Copenhagen, for an immediate shipment. Liaise with your programme colleagues to determine what needs to be branded. Technically, programme officers are responsible for ensuring that implementing partners brand materials supplied by UNICEF – it doesn't always happen. T-Shirts, caps, jackets, decals (stickers), banners. Choose materials that suit items to be branded. A decal on a tent in wind and rain has limited life, and looks unprofessional – try a stencil.*

Change your work pattern - *An emergency instantly shifts priorities. Spend some good management time delegating tasks to your staff that reflect the emergency work load.*

Programme communications in an emergency – *You may be required to assist with urgent messages to the community. Time is of the essence. A TV message can be made with a local TV cameraman in 20 minutes. A radio message can be made even more rapidly. Don't print posters if you don't have time – use a photocopier. Hire local craftsmen to paint messages on walls. What is important is to define your messages with your programme colleagues.*

Staff – *Decide where you need assistance, according to your time constraints. Hire locally if you need to, or ask various units (photograph, video, Emergency Communications Officer NY) to help you find specialists. Your Rep may decide that the office will benefit from a short-term communications consultant (particularly when the emergency has a broad geographical spread).*

It will be up to you to determine the strength of the communications operation - *Different representatives have different approaches to communications. You must make the case for attending conference calls. You must equip yourself quickly with the basic physical tools to handle an emergency. You must establish UNICEF's voice successfully amidst the hubbub of an emergency environment.*

Press briefings -

Notes from the UNICEF Corps Corporate Commitments

1. **Within established mechanisms, assess, monitor, report on, advocate and communicate on the situation of children and women:** conduct a rapid assessment of the situation of children and women, establish initial monitoring systems, including on severe or systematic abuse, violence and exploitation, and report through the appropriate mechanisms.

2. Provide **measles vaccination, vitamin A, essential drugs and nutritional supplements**: vaccinate children between 6 months and 14 years of age against measles and provide vitamin A supplementation as required. Provide emergency health kits, post rape care kits where necessary, oral rehydration mix, basic health kits, fortified nutritional products and micronutrient supplements. Provide other emergency supplies such as blankets, tarpaulins, etc.
3. Provide **child and maternal feeding and nutritional monitoring**: support infant and young child feeding, therapeutic and supplementary feeding programmes with WFP and NGO partners. Introduce nutritional monitoring and surveillance.
4. Provide **safe drinking water, sanitation and hygiene**: emergency water supply and purification, provision of basic family water kits, safe disposal of faeces and hygiene education.
5. Assist in the **prevention of separation** and facilitate the **identification, registration and medical screening of children separated** from their families, ensure family tracing systems are put in place and provide care and protection, and **prevent sexual abuse and exploitation** of children and women.
6. Initiate the **resumption of schooling** and other child learning opportunities: set-up temporary learning spaces and re-open schools and start re-integrating teachers and children, with a focus on girls, and organize recreational activities.
7. **Address humanitarian needs** while assuring the safe access to affected populations, and the **safety and security** of staff and assets.
8. **Communicate** on the situation and needs of children. Within the inter-agency framework, **fundraise** for UNICEF programmes.
9. **Identify and deploy experienced staff** through internal deployment, external recruitment, and standby arrangements with partners.
10. Provide **telecommunications** services required for program implementation, in compliance with the Minimum Operating Security Standards (MOSS).
11. Mobilize emergency **supplies within 24 to 48 hrs**, assist in the development of a country plan and put in place procedures and directives for continued delivery of supply components including inter-country transfer and movement of supplies.

12. Assess **financial and administrative capacity** in country, and institute methods of fund disbursements and accounting and security of assets, while preserving safety of staff members, partners and assets.

Country Office

1. Regularly update contingency and preparedness plans on the basis of sound early warning analysis.
2. Achieve compliance with MOSS requirements.
3. Conduct rapid assessments (inter-agency or independently as appropriate) to ensure that the CO can plan its response as well as report on the situation of children and women.
4. Implement the Initial Emergency Response Commitments.
5. Within 24 hours prepare supply plan and share with RO and HQ-SD for their immediate action.
6. Prepare human resource plan and approach RO and HQs for deployment of additional staff as required.
7. Identify financial resource requirements and utilize the options available within the organization to immediately allocate financial resources.
8. Within 24 – 72 hours prepare a brief “pitch document” on issues, action, and impact (without budget) for sharing with government and Natcom donors.
9. Within 1 – 2 weeks release an indicative Plan of Action with budget for sharing with government and Natcom donors.
10. Within 1 month, prepare an emergency appeal in coordination with PFO and other UN agencies and be ready to provide proposals geared to specific donors as required.
11. Communicate on the situation and needs of children through local and international media within the first 72 hours, as appropriate.
12. Timely monitoring and evaluation.

Regional Office

1. Monitor COs continued early warning analysis, provide additional regional level early warning analysis, and provide a “back-up” trigger for CO action on analysis where necessary.

2. With the CO identify the specific areas where support is required in the areas of human, financial and supply/logistics resources, with clear TORs outlined for human resource deployment within 24 hours.
3. Make RO staff available within 48 hrs.
4. On the basis of the CO HR plan, work with HQs to identify staff, including initiating contact with neighbouring offices for additional staff support.
5. Prepare regional supply standby arrangements and/or stockpiles of critical inputs for rapid deployment.
6. Provide programme oversight, guidance and support.
7. Approve the appeal and funding requests put forward by the CO, in consultation with HQs.
8. Advocate in coordination with the CO and HQs, and report to the international community issues and developments including funding needs.
9. Provide stress management and counselling support to staff through regional mechanisms, as needed.

Headquarters

1. Trigger and identify situations to be treated as priority emergencies on the basis of early warning analysis.
2. In the event that CO resources are insufficient, identify options for providing additional financial resources within 24 hrs of the ED or her Deputy request to do so.
3. In consultation with Country and Regional office, expedite interim deployment of staff, including through identifying staff from other locations for immediate deployment, and global standby agreements with partners.
4. Designate "Crisis Manager" at HQs as the primary focal point for communication with the CO and RO on the emergency response.
5. Prepare global supply standby arrangements and/or stockpiles for critical inputs so they are available for rapid deployment.
6. Liaise and coordinate with other UN agencies involved in the emergency response, particularly OCHA, UNJLC and UNSECOORD on policy, security, logistics and resource mobilization.
7. Provide security tracking and backstopping.

8. Provide programme guidance and support, and approve appeal in consultation with RO.
9. Initiate contact with the international media and donors within 72 hours in collaboration with the respective CO and RO.

OPSCEN – Role and Functions

Contacting the OPSCEN: The OPSCEN can be reached 24 hours per day, 7 days per week at 212-326-7222, fax 212-303-7924, emergency phone number 212-888-7468, or by email at opscen@unicef.org

OPSCEN Critical Emergency Functions (*keywords are italicised*):

- Provides *situational monitoring* 24 hours per day, 7 days per week.
- Provides UNICEF's policy makers with *information*, insights and interpretative *analysis (Early Warning)* through information gathering and *reporting* (daily, weekly and real-time situation reports) and *crisis monitoring*.
- Functions as a *communications and coordination centre* in support of activities related to ongoing humanitarian programs, staff security, and incipient and/or ongoing emergencies.
 - ◊ Provides a telephone and videoconference capability.
 - ◊ Assists the Security Coordinator and Programme Division desk officers prior to and during a crisis with information, research and coordination assistance.
- *Information exchange and repository*
 - ◊ Acts as a *repository* for maps and related data and other relevant country-specific information required for humanitarian response operations.
 - ◊ *Aggressively gathers information* through all available sources and *disseminates it* to those who need it. Similarly, it contacts other divisions, regional and country offices to obtain and provide essential information as needed by UNICEF decision-makers.
 - ◊ Maintains the EMOPS website.
- *Supports* all elements of UNICEF in pursuing time-sensitive actions outside of normal working hours.
- *Monitors staff safety and security* at all times in conjunction with the Security Coordinator and the UNICEF Field Offices, and maintains accountability for staff during times of crisis or emergency.
- Offers a **limited** *Geographic Information System (GIS)* capability.

- Maintains close *liaison* with other UN and International Agencies and Organizations, in particular DPKO, OCHA, WFP, UNHCR, WHO and UNSECOORD.

EMERGENCY SITREPs

The emergency sitrep is intended to give a general overview of the developing situation and UNICEF activities in an emergency. Critical information provided in the sitrep will serve all parts of UNICEF, including the Country Office itself, the Regional Office, all divisions in Headquarters, the Geneva Regional Office, and National Committees.

The sitreps are ***internal*** documents but information they contain may be used in press releases, fund raising, and briefings. Situation reports are invaluable to DOC NY and Geneva for use in their media and fundraising outreach.

The first weeks of an emergency is usually the most important, these sitreps must be released on a ***daily basis***. When the emergency enters a second phase, the reports can be issued in a ***weekly*** or bi-weekly basis.

Information included in the reports cover developments since the release of the last sitrep. They are therefore not cumulative, but can include main activities, giving a general overview of UNICEF programmes.

Indications on the ***minimal critical information*** to provide in the sitrep are inserted in italic in the emergency sitrep template.

DOC advises that ideally a country office undergoing an emergency should have a full time reports officer whose responsibilities include compiling daily sitreps. In reality, there is often no reports officer and it is left to the communications officer. It is suggested to identify local consultants who could be brought on board to do the sitreps and all other reporting functions for information/fund raising if an emergency occurs.

UNICEF

Emergency Sitrep # 0

Date:

Reporting Period:

Prepared by:

Contact Telephone number:

HIGHLIGHTS

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-
-
-

GENERAL SITUATION

Nature of crisis:
Natural disaster, outbreak of fighting, refugee influx...

Political:
Major developments (if applicable)

Humanitarian:
Nature of humanitarian crisis: refugee influx, IDPs, loss of shelter...
Location of affected populations
Estimated number of affected populations, of children

Impact on children:

Security:
Descriptive of general security situation (including security phases)
Location of staff
Security incidents reported
Presence of Field Security Officer in country and location

UNICEF's ROLE and ACTIONS

Role of UNICEF in the emergency:

Three main sectors of intervention:
(including geographic coverage, number of beneficiaries)

-
-
-

Other interventions:

SUPPLY & LOGISTICS

- *Planned supply inputs to programme (enter in table below)*
- *Planned operational support supplies/equipment (enter in table below)*

- *Details of any supplies required in first 72hrs - airlift*
- *Local procurement options/details – request for LPA*
- *Anticipated transport requirements & any reported transportation bottlenecks*
- *Anticipated storage requirements & any reported constraints*

Item Description <i>(including basic specifications)</i>	Planned / Required <i>(total qty)</i>	Qty Local	Qty Offshore	Remarks <i>(required delivery date, airlift, etc.)</i>

PARTNERS / LOCAL CAPACITY

UN Agencies and Coordination

Governmental partners

NGOs:

FUNDING

*Funds from Regular Programmes funds to reallocate
Donors and Embassies present:*

CONTACT SHEET

Name of staff member	Title	Location	Contact (office, mobile, home)	Additional Info

UNICEF

Emergency Sitrep #

Date:

Reporting Period:

Prepared by:

Contact Telephone number:

HIGHLIGHTS

-
-
-
-

GENERAL SITUATION

Nature of crisis:

Natural disaster, outbreak of fighting, refugee influx...

Political:

Major developments (if applicable)

Humanitarian:

Nature of humanitarian crisis: refugee influx, IDPs, loss of shelter...

Location of affected populations

Estimated number of affected populations, of children

Security:

Descriptive of the security situation,

Security incidents reported

PROGRAMME

Health:

Nutrition:

Water and Environmental Sanitation:

Protection:

Education:

Other:

MEDIA

Interviews:

Press statements:

Media/Natcom/HQ visits:

OPERATIONS

Emergency staffing

Name	Title	Location	Additonal Info

SUPPLY & LOGISTICS

- *Supply status – arrived, distributed*
- *Airlifts – arrived, ETA*
- *Internal and external constraints & bottlenecks in the supply and logistics system, including procurement, storage, transportation, distribution, etc.*
- *Updates on interagency coordination/collaboration on logistics (WFP, UNJLC, etc.)*

FUNDING

Funding requirements per sector
Possibility of reallocating funds from Regular resources
Donors contact and local funding possibilities
Any EPF / CERF requirement
Donation In Kind

ACTIONS TO BE TAKEN

(all sectors)

-
-
-
-

Emergency Pro-forma for Field Offices

Introduction:

The following questionnaire has been designed to help information flows during emergencies for the benefit of both the Field Office and UNICEF National Committees

As with all emergencies, the international media is only ever on the ground for the first few days after an emergency breaks. It is during this time that information from the field is crucial in helping to generate media coverage of UNICEF's response and to appeal to UNICEF's supporters for funds. It is essential that information is provided quickly, and that UNICEF's response is visible to the general public. **National Committees can only raise money once they have received information about the emergency from your office.**

The form plays a fundamental role in the emergency preparedness training which is currently taking place. It is in a checklist format and has been produced in consultation with all National Committees.

Please answer all sections of the form as fully as possible, but do not worry if you do not have all the information available immediately. Please try to fill in the essential information section (see below) at the very least! The questionnaire should be filled in with new information as frequently as possible (see timescale guidelines).

The form should be returned to *(contact name)* at UNICEF Geneva.

Thank you for your help.

Check List and timetable

1. Emergency preparedness

The UNICEF branded items listed below should be in stock in your office at all times. Funds for a UNICEF emergency appeal can only be raised if work being carried out by UNICEF is seen by the general public in media reports. Here are a few suggestions:

- Branding**
- UNICEF logo stickers (for sides of vehicles, water tanks_
 - UNICEF banner (for use on tents, mobile health units etc)

- T-shirts, baseball hats with UNICEF logo (for staff for interviews / media coverage)
- UNICEF templates and spray paint.

2. Timetable of information requirements

The following timetable gives an idea of what information is needed by the National Committees and by when. If you are unable to fill in the form immediately, then PLEASE send through the information detailed in the Essential Information Needed box. Once you have done this, please don't forget that we still need you to fill in the form.

ESSENTIAL INFORMATION NEEDED

- Number of children affected
- Supplies required
- Contact name and telephone / email number

0 - 12 hours

Background on nature of situation
 Estimated number of children affected
 UNICEF's immediate response and supply requirements
 Estimate of initial funding need
 Staffing structures and contact details
 What media have arrived?

12-24 hours

Sit rep looking at status of health, water, nutrition, shelter situation as it affects children
 Press release (ensure child angle is covered; concrete information on UNICEF interventions)
 What media have arrived?
 Case studies (maximum of 2 to 3 per week if possible)

Complete questionnaire as fully as possible and send. don't worry if not all information is available

24-48 hours

Estimate of funding need
 Update on UNICEF's response and supply needs
 UNICEF priorities and focus
 Number of children affected
 Case study of a child / family for fundraising and media use (maximum of 2 to 3 per week if possible)
 With case studies can you supply follow up stories?

Yes **No**

Press release (ensure child angle is covered; concrete information on UNICEF interventions)
 Details on media in area

48-60 hours

Number of children affected
 Education situation for children, response
 Press release (ensure child angle is covered; concrete information on UNICEF interventions)
 Details on media in area
 Case studies (2 to 3 per week if possible)

Daily

Daily updates until end of first week on: -
 Number of children affected
 UNICEF priorities
 Supplies needed
 Funding need

After first week

Weekly

Updates on:
 Number of children affected / number of children helped
 UNICEF priorities and actions covering education, health, nutrition, shelter, water and psychosocial
 Case studies (2 to 3 per week if possible)

After first month

Monthly

Sit rep
 Case studies of children and families helped, useful for media and fundraising follow-up
 With case studies can you provide follow up stories?
Yes **No**

At six months

Donor update/feedback report on how funds raised have been spent

First Year Anniversary

Press release (ensure child angle covered, concrete information on UNICEF interventions)
 Donor report
 Case studies of children and families helped, useful for media and fundraising.
 With case studies can you supply follow up stories?
Yes **No**

**EMERGENCY PRO FORMA FOR
NATIONAL COMMITTEES**

Country information

Country

Total population size

Number
of children

Telephone

Fax

Email Address

Name of Field Rep

Details of communication officer handling emergency

Name of Communications
Officer

Telephone number of Communications
Officer

Mobile number of Communications
Officer

Communications Officer Email
address

Name of Media Spokesperson

Home telephone number
(if possible)

Emergency region

Background information on the emergency:

Explain the nature of the emergency

(eg what time did the earthquake happen, when did the cyclone hit, what precipitated a refugee movement etc)

Current situation (eg climate, civil unrest)

Name of Region(s) affected

Number of people affected

Number of children affected (under 18 year olds)

Number of unaccompanied children (under 18 years old)

Most serious immediate threats to children e.g. disease

(under 18 years old)

UNICEF In Action

Does UNICEF have an office in the affected region?

Yes No

If yes, how many staff?

If no, how many staff are being mobilised?

Has any staff been affected by the emergency and in what way?

UNICEF Office Structure

Who is in charge of UNICEF's emergency response

Name

Title

Telephone

Mobile

Email address

Home Telephone
(if possible)

How regularly will you be producing situation reports?

Do you have a regular daily meeting to update on the situation?

Yes No

If yes, what time do you meet?

Who is responsible for sharing information from the meeting?

Name and contact details of people available for interview:

1. Water and Sanitation:

Name:

Tel:

2. Child protection

Name:

Tel:

3. Education

Name:

Tel:

4. Nutrition

Name:

Tel:

5. Other

Name:

Tel:

Are you in contact with the international media currently on the ground? If so, please give details of approaches being made and the UNICEF stories, which are being suggested.

Reminder:

Press releases - ensure child angle covered, concrete information on UNICEF interventions

Immediate Actions Taken:

What supplies is UNICEF providing?

Supplies (together with quantity)	Cost (Please give unit costs e.g. for blankets)

Where are they being procured from? (Please indicate) **Copenhagen**
 Locally Other

If other please specify origin

NB: If possible, fax or email copies of your order supply forms

Situation of children

Health

Is there a threat from infectious disease? Yes No
 If so which disease(s)? Yes No
 Is there a possibility of an epidemic? Yes No
 If so which diseases? Yes No
 Are the children vaccinated? Yes No
 Will vaccination programmes need to be implemented? Yes No

Nutrition

Are the children well nourished? (eg malnutrition rate) Yes No
 Are sufficient food supplies available? Yes No

What are the food requirements?

Water

Do children have access to clean water? Yes No

Will UNICEF be providing water tanks/purification tablets etc?

Yes No

Is there a threat from waterborne disease? Yes No

Education

How many schools have been destroyed / damaged?

How many children cannot go to school?

Are there sufficient teachers available? Yes No

Have schools been closed? Yes No

If yes, until when?

Can you give details on emergency education provision e.g. schools in a tent?

Protection

How many people are living in temporary shelter?

Where and how are people being accommodated?

What kind of emergency supplies do you need most?

Who is looking after unaccompanied children?

Is UNICEF involved in this?

Yes **No**

If yes, what are we doing?

Psycho-social situation

What is UNICEF doing in terms of psycho-social support?

Are there plans to set up child friendly spaces and, if so, how soon will they be set up?

How are women and children dealing with the situation emotionally?

What kind of situation do they have to face?

Are children behaving differently? E.g. not playing, withdrawn etc