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

The direct impact:	
Other reasons for concern:	
Recommendations:	

The current situation and needs:

The direct impact:	
Other reasons for concern:	
Recommendations:	