



KINGDOM OF CAMBODIA  
NATION RELIGION KING

# GUIDELINE FOR IMPLEMENTATION OF THE DISASTER DATA REPORTING FORMS



Development investment that does not consider disaster risk will lead to  
the accumulation of more risk

Phnom Penh, December 11, 2014



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# FOREWORD

Under the leadership of **Samdech Akka Moha Sena Padei Techo HUN SEN Prime Minister of the Kingdom of Cambodia** and in accordance with the Rectangular Strategy Phase III of the Royal Government of Cambodia of the 5th legislature of the National Assembly, disaster management should be further strengthened to improve the disaster response mechanism while focusing on the provision of social protection to the affected people during and after disaster events. Various institutions and mechanisms, the National Committee for Disaster Management (NCDM) in particular, need to strengthen their cooperation, collaboration and coordination with relevant actors such as Cambodian Red Cross, International Humanitarian Organizations, Private Sector, Charitable Society, and Development Partners. As part of these efforts, the NCDM in cooperation with UNDP has established the Guideline for Implementation of Disaster Data Reporting Forms for Effective Disaster Management.

The main objectives of the Guidelines on Disaster Data Reporting Forms are: to provide knowledge on how to produce each report based on the situation at hand, including before, during and after disaster events at sub-national levels and in local communities; and to facilitate the consolidation of data into tables with the types of data used based on accurate information in reports endorsed by relevant stakeholders. On the other hand, the guideline allows management at all levels to analyze the trend of disasters and take priority actions on emergency response, and to appeal for or seek support from inside the country and from overseas on time. This would help to reduce loss, damage and suffering of affected people. The disaster data would be included in NCDM's data management system, in the best interests of the public, where it can be for social development in future.

The Guidelines on Disaster Data Reporting Forms are a very useful tool to help leadership at provincial, district and commune levels, as well as relevant provincial departments for harmonization of disaster data in order to promote cooperation and gain support from donors, the government, private donors and humanitarian agencies for their priority needs.

I hope that the Guidelines will serve as a compass to provide direction on how to effectively use the Disaster Data Reporting Forms when disaster events happen in the future. I would like to acknowledge the efforts of Excellencies, Ladies and Gentlemen, NCDM working groups and UNDP team who contributed to making these forms successfully.



**H.E. Dr. Nhim Vanda, Ph.D**  
Senior Minister in Charge of Special Mission  
First Vice President  
The National Committee for Disaster Management

# ACKNOWLEDGEMENTS

The National Committee for Disaster Management (NCDM) would like to thank all institutions and individuals who made contributions to the Disaster Data Reporting Forms. During the course of preparing the forms, several stakeholder consultation workshops were held at the national and sub-national levels. Representatives of various line ministries, provincial departments, the Provincial Committee for Disaster Management (PCDM), District Committee for Disaster Management (DCDM), Commune Committee for Disaster Management (CCDM), international NGOs and UN agencies participated in the consultation workshops.

NCDM would like to thank the United Nations Development Programme (UNDP) for providing financial and technical support and guidance. Specifically, we would like to thank the NCDM and UNDP teams who provided coordination, consultation, consolidation, technical input and support to the consultation workshops. The team members include:

- H.E. **Ponn Narith**, Secretary General, NCDM
- H.E. **Choup Sithan**, Advisor, NCDM
- H.E. **Neang Chhen**, Advisor and Director of Emergency Response and Rehabilitation Department, NCDM
- Mr. **Hum Sophon**, DRR-Project Coordinator, UNDP
- Mr. **Sam Sophal**, DMIS Officer, UNDP

NCDM would like to thank representatives of line ministries, provincial and commune stakeholders who provided their input and effort in finalizing these forms. Without the participation, knowledge and experience of these institutions and individuals, the Disaster Data Reporting Forms and Guideline would not have been possible.



# ACRONYMS

<b>ADB</b>	Asian Development Bank
<b>CCDM</b>	Commune Committee for Disaster Management
<b>CRC</b>	Cambodian Red Cross
<b>CamDi</b>	Cambodia Disaster Loss and Damage Information System
<b>DCDM</b>	District Committee for Disaster Management
<b>MAFF</b>	Ministry of Agriculture, Forestry and Fisheries
<b>MoEYS</b>	Ministry of Education, Youth and Sport
<b>MoH</b>	Ministry of Health
<b>Mol</b>	Ministry of Interior
<b>MoP</b>	Ministry of Planning
<b>MoPWT</b>	Ministry of Public Works and Transport
<b>MoWRAM</b>	Ministry of Water Resources and Meteorology
<b>MRD</b>	Ministry of Rural Development
<b>NCDD</b>	National Committee for Sub-National Democratic Development
<b>CSO</b>	Civil Society Organization
<b>NCDM</b>	National Committee for Disaster Management
<b>PCDM</b>	Provincial Committee for Disaster Management
<b>PDAFF</b>	Provincial Department of Agriculture, Forestry and Fisheries
<b>PDEYS</b>	Provincial Department of Education, Youth and Sport
<b>PDH</b>	Provincial Department of Health
<b>PDPWT</b>	Provincial Department of Public Works and Transport
<b>PDRD</b>	Provincial Department of Rural Development
<b>PDWRAM</b>	Provincial Department of Water Resources and Meteorology
<b>RGC</b>	Royal Government of Cambodia
<b>UNDP</b>	United Nations Development Programme
<b>UNFCCC</b>	United Nations Framework Convention on Climate Change



# BACKGROUND OF DISASTER DATA REPORTING FORMS

Cambodia is prone to natural and human-induced disasters, including flood, drought, typhoon, lightening, river bank erosion, fire and epidemics. As a result of climate change, these disasters have become more frequent, especially in the 21st century, as seen by floods in 2011, drought in 2012, floods in 2013, flood and drought in 2014, as well as violent storms, fire, lightening and epidemics. The impact of these disasters include property damage, loss of human and animal life, loss of livelihoods, crops, infrastructure, and damage to the economy and the environment.

In response to the successive disasters, particularly the 2011 and 2013 floods, the Royal Government of Cambodia (RGC) mobilized its efforts to strengthen disaster preparedness and coordination for better and more effective disaster response, including establishing the Cambodia Disaster Loss and Damage Information System (CamDi) and its website at <http://www.camdi.ncmd.gov.kh>, as well as improving the disaster data reporting forms.

Data and information on disaster loss and damage has so far been fragmented and spread over many ministries, provincial departments and district offices, and is not consistent. Data available at the national level is different from that in line ministries and the NCDM. After the closed meeting between the Royal Government and NGOs in the Peace Palace on 17 February 2012, and the Royal Government's Notification No. 211 CGNSR, dated 24 February 2012 (particularly Point 10), NCDM was

required to strengthen the information system. It focused on how to estimate loss and need by initiating consistent and standardized forms for assessing and managing crises on the ground.

Through Notification No. 211, and with financial and technical support from UNDP, NCDM's Emergency Response and Rehabilitation Department took the lead and coordinated with Provincial Committees for Disaster Management (PCDM), District Committees for Disaster Management (DCDM) and officials of line ministries and provincial departments to collect data on natural and human-induced disasters since 1996. This was documented in the disaster management information system (CamDi) through a number of meetings and consultative workshops with more than 2,000 participants from provinces, districts, ministries, provincial departments, Cambodian Red Cross and civil society. The CamDi Launch Workshop was organized at the Sunway Hotel on 08 July, 2014 and presided over by **H.E. Dr. Nhim Vanda**, Senior Minister in charge of special mission and the First Vice President of NCDM, and Ms. Claire Van Der Vaeren, UN Resident Coordinator and UNDP Resident Representative in Cambodia. The team found that disaster reports from provinces, districts and communes, which were written following the guidelines in Letter No. 280 NCDM, dated 29 June, 2012 (see Annex 4) were still insufficient, as some data was not specific enough to be put into the CamDi system.

UNDP continued to work to strengthen the reporting forms. After discussion and orientation meetings with participants from provinces, districts and communes, and technical officials from provincial line departments in five provinces (Prey Veng, Kratie, Kampong Thom, Siem Reap and Kampong Chhnang) and consultative workshops with a number of ministries, UN agencies and civil

society organizations, gradual improvements have been made. Endorsement of the five NCDM disaster data reporting forms was received in the final workshop at the Cambodiana Hotel on 18 September 2014, with more than 60 participants, officiated by H.E. Ponn Narith, NCDM's Secretary General.





# OBJECTIVES OF THE DISASTER DATA REPORTING FORMS

- To allow stakeholders at the sub-national level to record/enter assessment and evaluation data or figures already agreed upon, in order to submit to the national level in a timely and clear manner (consistency).
- To help leadership of the Royal Government/ ministries/agencies to make quick and informed decision on immediate, timely and effective measures and interventions.
- To allow stakeholders/donors to consider providing appropriate humanitarian assistance to victims and rehabilitation, recovery and reconstruction assistance.
- To reduce time wastage and overlapping uses of resources, as well as the suffering of victims, and allow for timely and effective interventions and better and stronger cooperation among all stakeholders at national and international levels.



# **GUIDELINES ON HOW TO PREPARE DISASTER DATA REPORTS**



# REPORTING FORM 1

## MONITORING PRE-DISASTER EVENTS

### I). OBJECTIVES

- Provide clear and timely information on the status of an emergency in a community to DCDM, PCDM and NCDM.
- Reduce severe impacts of the emergency on local communities through preparedness and response measures.

submitted to DCDM and PCDM within one to three days (or sooner).

#### ➤ Methodology

When monitoring an emergency that might happen in the next two to three days, CCDM should meet to assign tasks to the three taskforces (See Annex 3) and include these in the report.

### II). TIMEFRAME AND REPORTING METHODOLOGY

#### ➤ Timeframe

This report is produced by CCDM and

### III). HOW TO WRITE THE REPORT

**Report Letterhead:** Write the names of the commune, district and province, and commune code number.

**1. Hazard:** Tick ✓ in the box □ for the type of hazard that occurred, for example flood or drought, or write which hazard occurred (if not flood or drought).

**2. Time of occurrence:** Based on the situation on the ground and past experience, estimate the date and time that the disaster might happen in the commune.

### **3. Monitoring Situation and Emergency Information**

➤ **For communes along rivers, streams and lakes:**

When the water level almost reaches the river bank/emergency level, the commune chief should advise village chiefs/members to monitor it by using a pole. Write down the water level on the information board (if available) and provide the information to the commune chief every day or hourly (if the water level is increasing quickly).

➤ **For communes near/along the mountain (including in Kampong Speu and Pursat):**

In the rainy season, or when there is extensive and prolonged rain in mountainous areas, rainfall should be monitored based on forecast information/mountain climbers on the amount of water which might flow down to nearby villages/communes.

➤ **For communes near the border with neighbouring countries:**

In the rainy season, rainfall and the duration of rainfall should be monitored, based on forecast information or the flood situation in

border districts/provinces. This can be done through traders or notification to PCDM in the border province on possible dam breaks or release of water from reservoir/dam.

### **4. Conclusion and Assessment of the Event**

Through monitoring the situation/news and forecast information on extensive and prolonged rainfall upstream in the Mekong river basin and other parts of the country, and the release of water from across the border, commune authorities are required to convene a meeting of the council and the three taskforces (security and rescue taskforce, health and hygiene taskforce, response and information taskforce, and clerk) to draw a conclusion on potential emergencies in the next two or three days.

### **5. Scope of Possible Damage**

#### ***5.1. Location and population most likely at risk of the emergency:***

Write the name of villages most likely at risk of emergency and fill in the estimated number of potentially affected people, especially the number of vulnerable people in the village's statistical tables.

#### ***5.2. Houses, crops and animals at risk:***

Write the names of villages and fill in the areas of rice crops, other crops, industrial crops and animals in the lowland areas at risk/flooded based on the existing statistics of villages at risk of being flooded.

#### ***5.3. Public buildings, roads and important services at risk:***

Tick ✓ in the box ☐ if you think buildings, roads and services are at risk/flooded.

## 6. Emergency Preparedness

### 6.1. Existing resources/materials/logistics for preparedness:

Write down the names of agencies, such as police posts, schools, health centres, Red Cross, commune/village authorities. Write down the names of people who own assets and equipment, including boats, speed boats, cars, medication, food, fuel, money, life jackets, string, car tires, etc. which could be used during an emergency. Write down the names and contact information of people who will be responsible for these things during the emergency.

### 6.2. Safe Areas:

Write down the names of safe areas, including schools, health centres, pagodas, high ground and roads. Clarify where they are and how far they are from the village/commune, the number of rooms/buildings and their capacity, electricity availability (generator), and the number of latrines and wells (pump/hand-dug), if any.

### 6.3. Preparedness Actions/Measures of Local Authorities:

Briefly describe preparedness activities or measures for emergency response, including:

- Meetings between the council and three taskforces of the commune with local partner organizations (if any).

- Assign people (for example, village chiefs) to monitor the situation and information, and regularly report and write down the water level on the information board (if there is one) or provide emergency signals (as agreed upon) when there is an emergency.
- Divide labour for emergency response; provide guidance, disseminate/interpret forecast information to people in vulnerable areas so they can take precautions and prepare means or valuable assets.
- Display a map of safe areas in each village/commune that indicates the roads to each safe area or congregation area upon receiving emergency signal.

## 7. Types of Priority Needs

Write down what is needed, especially for emergency response, including labour, means, health care, safety/security protection and shelter construction during an emergency, as appropriate to the actual emerging situation, where commune authorities are not able to address the needs on their own.

### People Responsible for Reporting

Write down the names and roles of the two people responsible for reporting. Provide their phone numbers so that stakeholders can contact them should more information be needed.

### Signature and Seal

Commune chief writes down the date and the report number, then signs and seals it before sending the report to DCDM and PCDM.

Province.....  
District/Town/Khan/DCDM:.....  
Commune/Sangkat/CCDM.....  
Commune Code.....  
No .....

Reporting Form 1: Monitoring Pre-Disaster Event

This report is submitted to the District Committee for Disaster Management of .....

1. Hazard:      Flood ☐      Drought ☐      Fire ☐      Others .....
2. Date of possible disaster occurred: Day.....Month.....Year.....at(hour):.....
3. Event Monitoring and Emergency Information: (Please provide brief description as instructed)

4. Conclusion and Assessment of the Event: .....

.....

.....

.....

.....



5. Scope of the Possible Effects and Damages

5.1. Location and People Likely to Be Affected by the Emergency

Villages	Population		Vulnerable Group														Women Head of Families (Pers)			
	Families	Persons	Women (pers)		Children (pers)			Elders (pers) older than 65 yrs		People with Disability (pers)		Children with Disability (pers)		People with Chronic Disease, HIV/AIDS, TB (pers)		Poor Families				
			Preg-nant	Lactat-ing	0-5 yrs	6-14 yrs	15-18 yrs	F	M	F	M	F	M	F	M	Fami-lies		Persons		
	F	M															F	M		

Additional Clarification (If Any): .....  
.....  
.....

5.2. Houses, Agricultural Crops and Animals Likely to Be Affected

Villages	Houses		Seedlings (ha)		Transplanted Seedlings (ha)		Direct Seeding Rice (ha)		Other Crops		Affected Animals	
	Affected	Damaged	Affected	Damaged	Affected	Damaged	Affected	Damaged	Affected	Damaged	Cattle	Pigs

Additional Clarification (If Any): .....  
.....  
.....  
.....

5.3. Number of Public Buildings, Roads and Important Services Likely to Be Affected/Flooded

Villages	Schools (places)	Health Centers (places)	Referral Hospitals (places)	Pagodas (places)	Roads (places)	Water Sources (places)	Electricity (places)	Telephone Services (places)	Others Important Services		

Additional Clarification (If Any): .....

.....

.....

.....

6. Emergency Preparedness

6.1. Available Resources and Equipment/Logistics for Preparedness/Assets/Capacity

Institutions/Local Authorities	Preparation for personnel to be ready deployed (pers)	Types of Equipment/ Logistics/Experts	Quantity	Unit	Capacity/ Size	Names/Phone Numbers of Responsible Persons

Additional Clarification (If Any): .....

.....

.....

.....

6.2. Safe Ground (School, Pagoda, High Ground, Road ...)

Name of Safe Ground	Address of Safe Ground	Distance (km) from the village/commune to the safe ground	No. of Buildings/Tarpaulin Sites (places)	Generators/ Electricity Grid (unit)	Latrines (rooms)	No. of Wells	No. of People Accommodated (persons)

Additional Clarification (If the safe ground is a rod or vacant high ground, please state the size): .....

.....

.....

.....

6.3. Activities Prepared / Measures Taken by the Authorities: (Please provide a brief description as instructed)

7. Types of Priority Requirements:

Types of Requirement	Item	Quantity	Description

Additional Clarification (If Any): .....  
.....  
.....  
.....

**Report Writers:**

Name: ..... Function: ..... Phone Number: ..... Email: .....

Name: ..... Function: ..... Phone Number: ..... Email: .....

Date for submission the report.....

**Commune/Sangkat Chief and President of Commune/Sangkat  
Committee for Disaster Management**



## REPORTING FORM 2

### REPORTING DURING EMERGENCY

#### I). OBJECTIVES

Report as soon as possible (you can phone first) on the potential disaster that threatens human and animal life or could impact houses, property and public infrastructure. Report on assistance activities and emergency response interventions from relevant authorities in the commune/sangkat in a timely manner.

#### II). TIMEFRAME AND REPORTING METHODOLOGY

##### ➤ **Timeframe**

Produced by CCDM, then sent to DCDM, then

to PCDM and to NCDM within three to six hours (you can make emergency call, if necessary).

##### ➤ **Methodology**

Immediately after the disaster, CDCM will visit the affected areas to provide an emergency response and collect information to report on the situation.

#### III). HOW TO WRITE THE REPORT

**Report Letterhead:** Write the names of the commune, district and province, and commune code number.

### 1. Type of Disaster:

Tick ✓ in the box ☐ type of disaster event that happened (e.g., flood).

### 2. Time of Occurrence:

Write down the date and time of the event.

### 3. Summary/Overview of the On-going Event

Write a summary of the on-going emergency that is threatening life or causing damage to infrastructure. How severe is it?

### 4. Name of the Location and Number of People Affected and Evacuated

Write down the names of affected villages and the estimated number of affected people, and the number of people/animals evacuated. Tick ✓ in the box ☐ for severely affected villages.

### 5. Types of Casualties (dead, injured, missing) and Location of Incidents

Write the types of casualties including death, injury and missing. Disaggregate by adults/elders/children, male or female, cause of death including drowning, snake bite and injury from falling trees. Identify the location of the incidents, i.e. in what village?

### 6. Severe Impacts: Houses, Property, Public Infrastructure, Dependency or Services

Tick ✓ in the box ☐ to represent severe impact or total damage. For example, if the health centre is severely damaged, tick in the box "Health Centre ☐" or if the water supply facilities are severely damaged, tick in the box "Safe Water ☐".

### 7. Describe Briefly the Activities Being Implemented by Authorities/Stakeholders

Describe briefly the activities being implemented by commune authorities, the three operational taskforces, stakeholders or partner organizations in the locality:

- Rescue, shelter construction
- Transporting and evacuating people
- Security and order
- Search for missing people, bodies and provision of medical care

### 8. Immediate Needs

Tick ✓ in the box Yes ☐ (if needed) and No ☐ (if not needed) and provide justification for immediate needs, i.e. type of need. For how many people? Tick ✓ in the box ☐ if the need is a high priority.

### People Responsible for Reporting

Write down the names and roles of the two people responsible for reporting and provide their phone numbers so that stakeholders can contact them, should more information be needed.

### Signature and Seal

The commune chief must record the date or the report number properly, sign and seal it, then send it to DCDM and PCDM.



Province.....  
District/Municipality/Khan/DCDM:.....  
Commune/Sangkat/CCDM.....  
Commune Code.....  
No .....

Reporting Form 2: Emergency Reporting During Emergency (1 to 6 hours)

This report is submitted to DCDM of .....

1. Hazard:      Flood ☐      Storm ☐      Fire ☐      Others.....  
2. Date of Disaster Event: On.....Month.....Year.....Time.....  
3. Brief Description/Overview of the Ongoing Event:.....  
.....  
.....  
.....

4. Location and People Affected and Evacuated from Home

Village	Affected People		Evacuated People		Evacuated Livestock	
	Families	Persons	Families	Persons	Cattle	Pig
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Put cross sign x in the box ☐ to mark the severely affected villages Clarification (If Any): .....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

5. Types of Casualties (Decease, Injured, Missing) and Place of Incidence

Types of Casualties	Number of Victims				Causes	Place of Incidence
	Total	Adults (Over 18)		Children (Under 18)		
			F	M	F	

Clarification (If Any): .....

.....

.....

.....

6. Serious Impacts on: House, Property, Public Infrastructure, Facilities or Services

Put cross sign x in the box ☐ to mark the severely affected facilities:

House <input type="checkbox"/>	Property <input type="checkbox"/>	School <input type="checkbox"/>	Health Center <input type="checkbox"/>	Pagoda <input type="checkbox"/>	Electricity <input type="checkbox"/>
National Road <input type="checkbox"/>	Provincial Road <input type="checkbox"/>	Town Road <input type="checkbox"/>	Rural Road <input type="checkbox"/>	Earth Road <input type="checkbox"/>	Water Sources <input type="checkbox"/>
Bridge <input type="checkbox"/>	Drainage <input type="checkbox"/>	Irrigation System <input type="checkbox"/>	Environment <input type="checkbox"/>	Business <input type="checkbox"/>	..... <input type="checkbox"/>
..... <input type="checkbox"/>	..... <input type="checkbox"/>	..... <input type="checkbox"/>	..... <input type="checkbox"/>	..... <input type="checkbox"/>	..... <input type="checkbox"/>

7. Describe Briefly What the Authorities/Stakeholders are doing (Please write as per instruction):

8. Immediate Requirements:

- Please tick ✓ in { } Yes (if required) and ✓ in { } No (if not required) and
- Please make justifications for the requirements. For what? For how many people? .....
- Please tick ✓ in the box ☐ in front of the requirement if it is a high priority

Types of Requirements		Yes	No	Justifications
<input type="checkbox"/> Means for rescue		{ }	{ }	
<input type="checkbox"/> Forces for finding and rescuing		{ }	{ }	
<input type="checkbox"/> Treatment and Health Care		{ }	{ }	
<input type="checkbox"/> Temporary Shelter		{ }	{ }	
<input type="checkbox"/> Household Materials		{ }	{ }	
<input type="checkbox"/> Safe Water		{ }	{ }	
<input type="checkbox"/> Food		{ }	{ }	
<input type="checkbox"/> Protection, Safety and Order		{ }	{ }	
<input type="checkbox"/> Hygiene		{ }	{ }	
<input type="checkbox"/> .....		{ }	{ }	
<input type="checkbox"/> .....		{ }	{ }	
<input type="checkbox"/> .....		{ }	{ }	
<input type="checkbox"/> .....		{ }	{ }	

#### Report Writers:

Name: ..... Function: ..... Phone Number: ..... Email: .....

Name: ..... Function: ..... Phone Number: ..... Email: .....

Date for submission the report .....

**Commune/Sangkat Chief and President of Commune/Sangkat**

**Committee for Disaster Management**



## REPORTING FORM 3

### PRELIMINARY REPORT DURING DISASTER EVENT

#### I). OBJECTIVES

Report immediately on the on-going disaster event that is impacting the lives of humans and animals, or causing damage to houses, property, livelihoods, public infrastructure and the environment. Report any emergency response interventions from relevant authorities in the location.

#### II). TIMEFRAME AND REPORTING METHODOLOGY

##### ➤ Timeframe

A report is produced by CCDM, then sent to DCDM, then to PCDM and then to NCDM within one to three days.

##### ➤ Methodology

CCDM meets with the three operational taskforces and partner organizations in their locality to take rescue and response actions and collect information to include in the report.

#### III). HOW TO WRITE THE REPORT

**Report Letterhead:** Write the names of the commune, district and province, and the commune code number.

##### 1. Type of Disaster:

Tick ☒ in the box ☐ to indicate which disaster event is happening (e.g. flood).

**2. Time of Occurrence:** Write down the date and time of the event.

**3. Status and Current Threat:**

Tick ✓ in the box ☐ based on the status; i.e. more severe, less severe or stagnant.

**4. Summary/Overview of the On-going Event**

Record the on-going emergency that is threatening life and causing damage to infrastructure. How severe is it to date? For example: the water level continues to rise and extensive and prolonged rain is still falling. Strong winds are destroying some shelters and removing the roofs of other shelters.

**5. Locations Affected and Locations which may be Further Affected**

- Write down the names of affected villages and the estimated number of affected people with the following disaggregated details: pregnant women, post-partum women, children under 5, children between 6 and 14, children between 15 and 18, people older than 65, people with disabilities and people from poor households - both IDPoor 1 and 2 categories.
- If there are severe impacts from the disaster, and based on the estimate, forecast information and experience it can be concluded that the flood will continue to inundate other villages, record the name of the villages and the figures in the table "Based on the existing statistics in the below table".

**6. Casualties (Death, Injured, Missing)**

Record the names of the villages, types of

casualties (death, injured, missing), names of the victims, their sex and age, the time of the incident and the causes of death, injury or disappearance.

**7. Evacuation**

Write down the names of the villages from where people were evacuated; the number of households and the number of people (men/women) who were evacuated, and to what safe areas; the number of households and people staying with relatives.

**7.1. Situation/Needs of People In and Out of the Safe Areas**

Record the names of safe areas and locations other than the safe areas where people are staying. Record the number of households, men and women. State the number of households categorized by challenges and shortages, including shortage of shelter, safe water, food, clothes, cooking equipment, water containers, toilets, sanitation facilities.

**8. Impact and Damage**

**8.1. Housing and Public Buildings**

Record the number and type of structure (house, health centre, school, pagoda) that are minimally affected; moderately affected; and severely affected?

**8.2. Valuable/Special Assets**

Record the names of valuable assets/objects lost or damaged; specify the number/quantity and cause of the loss (e.g. inundated, fallen into water, stolen).



### **8.3. Important Service Facilities related to Daily Livelihood**

Record the number of public services, including water supply facilities, electricity, markets, rice millers and communication services that are affected. How many facilities are affected? Suspended? Still functioning?

### **8.4. Education**

Record the names of villages where schools have been affected. Record the number of schools lost, or moderately and severely affected and the number of lost and damaged. Specify the names of schools that have ceased to operate or have closed temporarily, and the number of students who are not able to study.

### **8.5. Agriculture**

Record the number of hectares of agricultural crops, industrial crops and other crops affected, and the number of cattle, buffalo and pigs evacuated, dead or missing.

### **8.6. Public Works and Transport**

#### **8.6.1 National/Provincial/Town Roads, Sewage and Irrigation System**

Record the names, locations and numbers of national/provincial/town roads and irrigation facilities including culverts, box culverts or canal banks damaged or disconnected.

#### **8.6.2 Concrete, Metal and Wooden Bridges**

Record the names, locations and numbers of concrete, metal and wooden bridges submerged, eroded, collapsed or subsided.

### **8.7. Rural Development**

#### **8.7.1 Roads and Bridges**

Record the names, locations and numbers of paved/concrete roads, soil/laterite roads, concrete/metal/wooden bridges, which are submerged, eroded, collapsed or subsided.

#### **8.7.2 Sewage, Wells and Toilets**

Record the names, locations and numbers of culverts, box culverts, pump wells, hand-dug wells, ponds, flush toilets and dry toilets which are submerged, eroded, collapsed or subsided.

### **8.8. Water Resources and Meteorology**

Write down the names, locations and numbers of dams, reservoirs, main canals, sub-canals and sewerage systems, including water release, water distributing and water retaining structures, dams and water regulators affected (the number of metres and places flooded and cut through).

### **8.9. Industry**

Write down the names and number of factories, rice mills, warehouses, handicraft businesses, farms and other enterprises submerged or damaged, that have ceased to function or have temporarily suspended operations.

## **9. Emergency Assistance Received**

Write down the names of ministries/agencies, organizations, associations, companies, senior leadership, private donors and others providing donations to affected victims, including rice, noodles, canned fish and water. Record the number of households and people who have received donations, and the congregation area/safe area and timing of the donation distribution.

## **10. Summary of Activities To Date**

Briefly describe activities implemented so far by commune/district/provincial authorities, ministries, agencies, partners, private donors, associations and companies and other (e.g. security, public order, health care, raising awareness and emergency relief).

## **11. Suggestions/Emergency Needs**

Write down the type of emergency needs to be addressed, including fever, diarrhoea, safe water shortage, food shortage; record the number of households/persons who have been given donations and the names of safe areas where the donations are distributed.

## **12. Briefly Describe the Current Situation and Future Forecast**

Briefly describe the on-going situation, i.e. how is it progressing? Is it worse; getting better; or the same? Based on monitoring and forecast information, assess if the event continues to pose threats, and if so, for how many more days, before subsiding.

### **People Responsible for Reporting**

Write down the names and roles of the two people responsible for reporting; provide their phone numbers so that stakeholders can contact them, should more information be needed.

### **Signature and Seal**

The commune chief must write down the date and the report number properly, sign and seal it, then send it to DCDM and PCDM.

Province.....  
District/Town/Khan/DCDM:.....  
Commune/Sangkat/CCDM.....  
Commune Code.....  
No .....

### Reporting Form 3: Preliminary Report During Emergency (1 - 3 Days)

This report is submitted to the District Committee for Disaster Management of .....

1. Hazard: Flood ☐ Drought ☐ Others.....
2. Date of Disaster Event: On .....Month .....Year..... Time:.....  
Others.....
3. Current Situation and Threat: Worse ☐ Better ☐ Stable ☐ Others.....
4. Brief Description/Overview of the Ongoing Event: .....
- .....
- .....
- .....

### 5. Locations Being Affected and Locations Likely to Be Further Affected

Name of Affected Village	Affected People		Vulnerable People													Poor Families	Women Head of Families (Pers)			
	Fami- lies	Persons	Fami- lies		Women (pers.)		Children (pers.)			Elders (pers.) Over 65 yrs	People With Disabilities (pers.)	Children With Disabilities (pers.)		People with Chronic Disease, HIV-AIDS, TB (pers.)	Fami- lies			Persons		
			F	M	Preg- nant	Lactat- ing	0-5 yrs	6-14 yrs	15-18 yrs			F	M						F	M

Clarification (If any): .....  
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6. Casualties (Death, Injured, Missing)

No.	Name of Villages	Death, Injured, Missing	Name of Victim	Sex	Age	Date of Incidence	Causes
1		<input type="checkbox"/> Death <input type="checkbox"/> Injured <input type="checkbox"/> Missing					
2		<input type="checkbox"/> Death <input type="checkbox"/> Injured <input type="checkbox"/> Missing					
3		<input type="checkbox"/> Death <input type="checkbox"/> Injured <input type="checkbox"/> Missing					
4		<input type="checkbox"/> Death <input type="checkbox"/> Injured <input type="checkbox"/> Missing					

Clarification (If any): .....  
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7. Evacuation

Name of Villages	Number of Families	Number of Persons	To Safe Ground		Name of Safe Ground	To Relatives' Houses		
			Families	Persons		Families	Persons	
				F M			F M	

Clarification, e.g. there are still people being evacuated (If any): .....

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7.1. Situation/Needs of People in Safe Grounds

1) Names of Safe Grounds	Number of Victims			Number of Families Faced with Challenges/Shortages in Their Daily Life							
	Families	Persons		Shelters	Safe Water	Food	Clothes	Cooking Utensils	Water Bucket	Toilet	Hygiene
		F	M								
1) Names of Other Locations beside the Safe Grounds											

Clarification (If any): .....

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8. Effects and Damages

8.1. Houses and Public Buildings

Villages	Number of Houses Affected			Number of Health Centers Affected			Number of Schools Affected			Number of Pagodas Affected			Commune Hall Affected		
	Minor	Medium	Severe	Minor	Medium	Severe	Minor	Medium	Severe	Minor	Medium	Severe	Minor	Medium	Severe

Clarification if there are buildings severely affected which cannot be accessed (If any):.....

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8.2. Valuable/Special Properties:

Items	Unit	Number/Quantity		Causes
		Lost	Damaged	

Clarification (If any): .....

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8.3. Location of Important Services Relevant to Daily Livelihood

Locations	Safe Water Supply (places)		Electricity Supply (places)		Markets (places)		Rice Mills (places)		Communication Services (places)	
	Affected	Suspended	Affected	Suspended	Affected	Suspended	Affected	Suspended	Affected	Suspended

Clarification (If any): .....

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8.4. Education Sector

Villages	Schools (places)			Special Facilities				Number of Students Not Able to Attend the Classes				Names of Dysfunctional Schools	
	Affected	Damages		Items	Unit	Number/Quantity		Total	F	M			
		Medium	Severe			Affected	Lost	Damaged					

Clarification (If any): .....

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8.5. Agricultural Sector

Locations	Rice Crops (ha)		Industrial Crops (ha)			Subsidiary Crops (ha)			Cattle				Pigs			
	Seedlings Affected	Transplanted/ Direct Seeding Paddy Affected	..... Affected	..... Affected	..... Affected	..... Affected	..... Affected	..... Affected	Evacuated	Died	Missing	Evacuated	Died	Missing	Evacuated	Died

Clarification (If any): .....

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8.6. Public Works and Transport Sector

8.6.1. National Roads, Provincial Road, Municipal Road and Structures

Locations	National Road (Lines)									Provincial Road (Lines)														
	DBST			Concrete			Laterite			Soil			DBST			Concrete			Laterite			Soil		
	Affected	Erode	Cut-Off	Affected	Erode	Cut-Off	Affected	Erode	Cut-Off	Affected	Erode	Cut-Off	Affected	Erode	Cut-Off	Affected	Erode	Cut-Off	Affected	Erode	Cut-Off	Affected	Erode	Cut-Off

Locations	Municipal Road (Lines)										Structures (Places)										
	DBST		Concrete			Laterite			Soil		Bridge			Pipe Culverts			Box Culverts			Dike	
			Affected	Erode	Cut-Off	Affected	Erode	Cut-Off	Affected	Erode	Cut-Off	Affected	Erode	Cut-Off	Affected	Erode	Cut-Off	Affected	Erode	Cut-Off	

Clarification, e.g. there are roads or culverts which do not allow traffic to schools, health centers or important facilities (If any): .....

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8.6.2. Concrete Bridge, Bele Bridge and Wooden Bridge

Locations	Concrete Bridges (places)			Bele Bridges (places)			Wooden Bridges (places)			..... (places)		
	Affected	Erode	Subsided	Affected	Erode	Subsided	Affected	Erode	Subsided	Affected	Erode	Subsided

Clarification, e.g. there are bridges which do not allow traffic to schools, health centers or important facilities (If any): .....

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8.7. Rural Development Sector

8.7.1. Roads and Bridges

Locations	Paved Roads (places)			Concrete Roads (Places)			Earth/Laterite Roads (Places)			Concrete Bridges (places)			Bele/Wooden Bridges (places)		
	Affected	Eroded	Cut-off	Affected	Eroded	Cut-off	Affected	Eroded	Cut-off	Affected	Eroded	Subsided	Affected	Eroded	Subsided

Clarification, e.g. there are roads or bridges which do not allow traffic to schools, health centers or important facilities (If Any): .....

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8.7.2. Culverts, Wells and Toilets

Locations	Box Culverts (Places)			Round Culverts (Places)			Borehole Wells Affected (Places)		Hand-dug Wells Affected (Places)		Ponds Affected (Places)		Toilets Flooded (Places)	
	Affected	Eroded	Cut-off/ Broken	Affected	Eroded	Cut-off/ Broken								

Clarification (If any): .....

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8.8. Water Resources and Meteorology Sector

Locations	Dams (meters)		Reservoir (meters)		Main Canals (meters)		Sub-Canals (meters)		Irrigation Facilities (places)						
	Affected	Cut-off	Affected	Cut-off	Affected	Cut-off	Affected	Cut-off	Draining water	Distributing	Blocking Water	Spillway	Inverted Water Gate	Affected	Cut-off
									Affected	Cut-off	Affected	Cut-off	Affected	Cut-off	Affected

Clarification (If any): .....

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8.9. Industrial Sector

Villages	Factories (places)		Rice Mills (places)		Warehouses (places)		Handicrafts (places)		Farms (places)		Enterprises (places)	
	Affected	Suspended	Affected	Suspended	Affected	Suspended	Affected	Suspended	Affected	Suspended	Affected	Suspended

Clarification (If any): .....

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9. Emergency Assistance Received

Name of Providers Entity/Unit/Organization	Location where assistance was provided	Timing	People provided with assistance		Items Received						
			Families	Persons							

Clarification (If there is any other assistance): .....

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10. Summary of Main Activities Undertaken Since the Incidence to Date:

11. Suggestions/Requirements for Emergency Assistance

Types of Requirements	Challenges	Descriptions

Clarification (If any): .....  
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**12. Overview of Current Situation and Future Forecast**

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**Report Writers:**

Name: ..... Function: ..... Phone Number: ..... Email: .....

Name: ..... Function: ..... Phone Number: ..... Email: .....

Date for submission the report.....  
**Commune/Sangkat Chief and President of Commune/Sangkat  
Committee for Disaster Management**





## REPORTING FORM 4

### TOTAL IMPACT AND DAMAGE AT DISTRICT LEVEL

#### I). OBJECTIVES

Report in detail the scope of disaster impact and damage on key vulnerable elements, including human and animal life, housing, private property, livelihoods, public infrastructure, the environment and social and economic elements. Record immediate action/interventions taken by relevant authorities, including where external assistance is needed. Record the type and quantity of assistance provided at district level.

#### II). TIMEFRAME AND REPORTING METHODOLOGY

##### ➤ Timeframe

DCDM produces a report, which it sends to PCDM, then NCDM three to 10 days after the emergency. It continues to provide updates until the situation is resolved.

##### ➤ Methodology

Upon receiving reports from CCDM, DCDM convenes a meeting with the four operational taskforces (see Annex 2) and relevant partners in the area to take action in affected areas and collect information for reporting purposes. DCDM monitors and takes emergency response action, and then collects information for subsequent reporting purposes until the disaster ends.

### III). HOW TO WRITE REPORT

**Report Letterhead:** Write the names of the district and province, and the district code number.

**1. Type of Disaster:** Tick ✓ in the box ☐ of disaster event that is happening (e.g. flood).

**2. Time of Occurrence:** Write down the date and time of the event.

**3. Status and Current Threat:** Tick ✓ in the box ☐ based on the status; i.e. more severe, less severe or stagnant.

#### 4. Location and Vulnerable Population

Write down the names of communes and the number of affected villages and Tick ✓ in the box ☐ for severely affected communes. Complete the table by specifying the number of affected and vulnerable households/people. Disaggregate as follows: pregnant women, post-partum women, children under 5, children between 6 and 14, children between 15-18, people older than 65, people with disabilities and poor households of both IDPoor 1 and 2 categories.

#### 5. Evacuation to Safe Areas

Write down the names of the communes from which people have been evacuated, and the number of households/people, using the same disaggregated data as listed in Point 4, above. Record who has been evacuated to safe areas or to stay with relatives.

#### 6. Situation/Shortage of People In and Out of the Safe Areas

Write down the names of safe areas and

names of locations, other than the safe areas, where people are staying. Record the number of households, and number of men and women. State the number of households facing challenges and shortages, including shortage of shelter, safe water, food, clothes, cooking equipment, water containers, toilets and sanitation facilities.

#### 7. Casualties (Death, Injured, Missing)

Write down the names of the villages, communes, types of casualties (death, injured, missing), names of the victims, sex, age, time of incident and cause of death, injury or disappearance.

#### 8. Impacts and Damage

##### 8.1. Housing, Pagodas, Commune Offices/Police Posts

Write the number and type of structure, including the number of houses, pagodas, commune offices/police posts, which are: minimally affected; moderately affected; or severely affected.

##### 8.2. Valuable/Special Assets

Write down the names of valuable assets/objects lost or damaged; specify the number/quantity and cause of loss (e.g. inundated, fallen into water, stolen).

##### 8.3. Education

Write down the names of communes and the number of schools moderately and severely affected, and the number of special facilities lost and damaged. Specify the names of schools that have ceased to operate or closed

temporarily and the number of students who are not able to study.

#### **8.4. Health**

##### **8.4.1 Health Centres and Medical Facilities**

Write down the names of communes and the number of health centres moderately and severely affected, and the number of special facilities lost and damaged. Specify the names of health centres which have ceased to operate or closed temporarily in each commune.

##### **8.4.2 Health Care**

Write down the names of communes, the types of illnesses and the number of sick people, including pregnant women, post-partum women, children under 5, children between 6 and 14, children between 15 and 18 and people older than 65. Specify the timing and cause of the illnesses.

#### **8.5. Important Services Related to Daily Livelihood**

Write down the names of communes where public services are moderately or severely affected. Include the number of water supply facilities, electricity, markets, rice millers and communication/phone services.

#### **8.6. Agriculture**

##### **8.6.1 Rice**

Write down the names of communes where damage has occurred to seedlings, transplanted seedlings and paddy rice.

Record the number of seedlings and hectares damaged.

##### **8.6.2 Industrial Crops, Ancillary Crops and Animals**

Write down the names of communes where industrial crops and ancillary crops were damaged. Record the number of hectares of crops damaged, and the number of cattle/buffalo and pigs evacuated, missing, sick or dead.

#### **8.7. Public Works and Transport**

##### **8.7.1 National/Provincial/Town Roads, Sewage and Irrigation Systems**

Write down the names, locations and numbers of national/provincial/town roads and sewage and irrigation systems, including culverts, box culverts or canal banks, impacted or disconnected.

##### **8.7.2 Concrete, Metal and Wooden Bridges**

Write down the names, locations and numbers of concrete, metal and wooden bridges submerged, eroded, collapsed or subsided.

#### **8.8. Rural Development**

##### **8.8.1 Paved Roads, Concrete Roads and Soil/Laterite Roads**

Write down the names, locations and length of paved roads, concrete roads and soil/laterite roads affected, moderately damaged and severely damaged.

#### 8.8.2 Pump Wells, Hand-Dug Wells, Ponds and Toilets

Write down the names of communes where pump wells, hand-dug wells, ponds, flush toilets and dry toilets were affected. Record the number of items damaged and whether the damage is moderate or severe.

### 8.9. *Water Resources and Meteorology*

#### 8.9.1 Dams, Reservoirs, Main Canals and Sub-Canals

Write down the names, locations and numbers of dams and reservoirs, and the length of main canals and sub-canals affected. Record whether the damage is moderate or severe.

#### 8.9.2 Irrigation Facilities

Write down the names, locations and numbers of water blocking facilities, water distributing facilities and water drainage facilities, spillways, inverted water gates and the length of dams affected. Record whether the damage is moderate or severe.

### 9. **Emergency Assistance Received**

Write down the names of ministries/agencies, organizations, associations, companies, senior leadership and private donors providing donations to affected victims (include rice, noodles, canned fish and water). Record the number of households and people who have been given donations, and the names of congregation areas/safe areas where donations will be distributed. Record the timing of donation distribution.

### 10. **Statement on Priority Needs**

Write down the highest priority needs to address challenges and shortages, including safe water, shelter, food, health services and sanitation. Include where items are needed and for how many people/households.

### 11. **Summary of Activities up to Date**

Briefly describe activities implemented so far by commune/district/provincial authorities, ministries, agencies, partners, private donors, associations and companies, such as security and public order, health care, raising awareness and emergency relief.

### 12. **Assessment/Conclusion on Disaster Impacts**

Briefly describe the on-going situation and how it is progressing. Is it worse; getting better; or the same? Based on monitoring and forecast information, assess if the event continues to pose threats, and for how many more days, before subsiding.

### **People Responsible for Reporting**

Write down the names and roles of the two people responsible for reporting. Provide their phone numbers so that stakeholders can contact them, should more information be needed.

### **Signature and Seal**

The district governor writes down the date or the report number, then signs and seals the report before sending it to PCDM, the Ministry of Interior and NCDM.

Province.....  
District/Town/Khan/DCDM:.....  
District Code.....  
No .....

### Reporting Form 4: Total Impact and Damage at District Level (3 - 10 Days until recovery)

This report is submitted to Provincial Committee for Disaster Management of .....

1. Hazard: Flood ☐ Drought ☐ Others .....  
2. Date of Disaster Event: On .....Month .....Year..... Time .....  
3. Current Situation and Threat: Worse ☐ Better ☐ Stable ☐ Others.....

### 4. Locations and Affected People

Communes/ Sangkats	Number of Villages	Affected People		Vulnerable Group																
		Fami- lies	Persons	Fami- lies	Persons	Women Preg- Lactat- nant ing	Children				Elders (pers) Over 65 yrs	People With Disabilities (pers.)		Children With Disabilities (pers.)		Chronic Diseases, HIV-AIDS, TB (pers.)	Poor Families		Women Head of Families (pers.)	
							0-5 yrs	6-14 yrs	15-18 yrs	Disabilities (pers.)		Disabilities (pers.)	Fami- lies	Persons						
															F		M	F		M
<input type="checkbox"/>																				
<input type="checkbox"/>																				
<input type="checkbox"/>																				
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<input type="checkbox"/>																				

**Note:** Put cross sign x in the box ☐ to mark the severely affected communes/sangkats Clarification (If any): .....

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5. Evacuation

Name of Communes/ Sangkats	People Evacuated from Home															Name of Safe Grounds Being Accommodated			
	Fami- lies	Persons	Women (pers.)		Children (pers.)				Elders (pers) Over 65 yrs		People With Disabilities (pers.)		Children With Disabilities (pers.)		Chronic Diseases, HIV-AIDS, TB (pers.)		Poor Families		Women Head of Families (pers.)
		F	M	Preg- nant	Lactat- ing	0-5 yrs	6-14 yrs	15-18 yrs		F	M	F	M	F	M	F	M		

Clarification (If any): .....

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6. Situation/Needs of People in Safe Grounds and Other Areas beside Safe Ground

1) Names of Safe Grounds	Number of Victims			Number of Families Faced with Challenges/Shortages in Their Daily Lives							
	Families	Persons		Shelters	Safe Water	Food	Clothes	Cooking Utensils	Water Bucket	Toilet	Hygiene
		F	M								

2) Names of Other Locations besides the Safe Grounds	Number of Victims			Number of Families Faced with Challenges/Shortages in Their Daily Lives							
	Families	Persons		Shelters	Safe Water	Food	Clothes	Cooking Utensils	Water Bucket	Toilet	Hygiene
		F	M								

Clarification (If any): .....

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7. Casualties (Death, Injured, Missing)

No.	Villages	Communes/ Sangkats	Death, Injured, Missing	Name of Victim	Sex	Age	Date of Incidence	Causes
			<input type="checkbox"/> Death <input type="checkbox"/> Injured <input type="checkbox"/> Missing					
			<input type="checkbox"/> Death <input type="checkbox"/> Injured <input type="checkbox"/> Missing					
			<input type="checkbox"/> Death <input type="checkbox"/> Injured <input type="checkbox"/> Missing					
			<input type="checkbox"/> Death <input type="checkbox"/> Injured <input type="checkbox"/> Missing					

Clarification (If any): .....

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8. Effects and Damages

8.1. Houses, Pagodas, Commune Offices/Police Posts

Communes/Sangkats		Houses		Pagodas		Commune Offices/Police Posts		
		Affected	Damaged		Affected	Damaged		
			Medium	Severe		Medium	Severe	

Clarification (If any): .....

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8.2. Valuable/Special Properties

Items	Unit	Number/Quantity			Causes
		Affected	Lost	Damaged	

Clarification (If any): .....

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8.3. Education Sector

Communes/Sangkats	Schools (places)			Special Facilities				Number of Students Not Able to Attend the Classes				Names of Dysfunctional Schools
	Affected	Damages		Items	Unit	Number/Quantity		Total	F	M		
		Medium	Severe			Affected	Lost				Damaged	

Clarification (If any): .....

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8.4. Health Sector

8.4.1. Health Centers and Facilities

Communes/Sangkats	Health Center (places)			Special Facilities				Names of Dysfunctional Health Centers
	Affected	Damaged Medium	Damaged Severe	Items	Unit	Affected	Quantity Lost	Damaged

Clarification (If Any): .....

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8.4.2. Health Care

Communes/Sangkats	Types of Diseases	People Affected by Diseases												Duration of Diseases	Causes
		Number of People		Women (pers.)		Children (pers.)						Elders (pers.) Over 65 yrs			
						0-5 yrs		6-14 yrs		15-18 yrs					
		F	M	Pregnant	Lactat- ing	F	M	F	M	F	M	F	M		

Clarification (If any): .....

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8.5. Important Services Relevant to Daily Livelihood

Communes	Markets (places)			Safe Water Supplies (places)			Supplies (places)			Telephone Service (places)		
	Affected	Medium	Damaged	Affected	Medium	Damaged	Affected	Medium	Damaged	Affected	Medium	Damaged

Clarification (If any): .....

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8.6. Agricultural Sector

8.6.1. Rice Crop

Communes	Seedlings (ha)		Transplanted/ Direct Seeding Paddy (ha)					
	Affected	Damaged	Short-Term Rice		Medium-Term Rice		Long-Term Rice	
			Affected	Damaged	Affected	Damaged	Affected	Damaged

Clarification (If any): .....

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8.6.2. Industrial Crops, Subsidiary Crops and Animals

Communes	Industrial Crops (ha)			Subsidiary Crops (ha)			Cattle				Pigs			
	Affected	Damaged		Affected	Damaged		Evacuated	Died	Missing	Sick	Evacuated	Died	Missing	Sick

Clarification (If any): .....

.....

.....

8.7. Public Works and Transport Sector

8.7.1. National Roads, Provincial Roads, Municipal Roads and Structures

Locations	National Road(m)			Provincial Road (m)			Municipal Road (m)			Structures											
										Bridges(places)			Pipe Culverts(Places)			Box Culverts(Places)			Dike(Places)		
	Affected	Damaged	Medium Severe	Affected	Damaged	Medium Severe	Affected	Damaged	Medium Severe	Affected	Damaged	Medium Severe	Affected	Damaged	Medium Severe	Affected	Damaged	Medium Severe	Affected	Damaged	Medium Severe

Clarification: In case there are roads or culverts which do not allow traffic to schools, health centers or important facilities (If any): .....

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8.7.2. Concrete Bridge, Bele Bridge and Wooden Bridge

Locations	Concrete Bridges (places)			Bele Bridges (places)			Wooden Bridges (places)			..... (places)		
	Affected	Medium	Damaged Severe	Affected	Medium	Damaged Severe	Affected	Medium	Damaged Severe	Affected	Medium	Damaged Severe

Clarification: In case there are bridges which do not allow traffic to schools, health centers or important facilities (If any): .....

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8.8. Rural Development Sector

8.8.1. Paved Roads, Concrete Roads and Earth/Laterite Roads

Name of the Road	Location of the Road	Paved Roads (meters)			Concrete Roads (meters)			Earth/Laterite Roads (meters)		
		Affected	Medium	Damaged Severe	Affected	Medium	Damaged Severe	Affected	Medium	Damaged Severe

Clarification: In case there are roads or bridges which do not allow traffic to schools, health centers or important facilities (If any): .....

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### 8.8.2. Concrete/Bele/Wooden Bridges, Box Culverts and Round Culverts

Communes/ Sangkats	Concrete Bridge (places)			Bele Bridge (places)			Wooden Bridge (places)			Round Culvert (places)			Box Culvert (places)		
	Affected	Damaged Medium	Severe	Affected	Damaged Medium	Severe	Affected	Damaged Medium	Severe	Affected	Damaged Medium	Severe	Affected	Damaged Medium	Severe

Clarification: In case there are bridges and culverts which do not allow traffic to schools, health centers or important facilities (If any): .....

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### 8.8.3. Borehole Wells, Hand Dug Wells and Toilets

Communes/ Sangkats	Borehole (places)			Hand Dug Wells (places)			Ponds (places)			Flush Toilets (places)		
	Affected	Damaged Medium	Severe	Affected	Damaged Medium	Severe	Affected	Damaged Medium	Severe	Affected	Damaged Medium	Severe

Clarification (If any): .....

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8.9. Water Resources and Meteorology Sector

8.9.1. Dams, Reservoir, Main Canal and Sub Canal

Communes/ Sangkats	Main Dam (meters)			Reservoir (meters)			Main Canal (meters)			Sub Canal (meters)		
	Affected	Medium	Damaged	Severe	Affected	Medium	Damaged	Severe	Affected	Medium	Damaged	Severe

Clarification (If any): .....

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8.9.2. Irrigation Facilities

Communes/ Sangkats	Irrigation Facilities (places)											
	Water Blocking Facilities				Water Distributing Facilities				Water Draining Facilities			
	Affected	Damaged		Severe	Affected	Damaged		Severe	Affected	Damaged		Severe
		Medium	Severe			Medium	Severe			Medium	Severe	

Clarification (If any): .....

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9. Summary of Types of Assistance Received

Types of Assistance	Types of Assistance Provided					Total No. of People Given the Assistance		Timing of the Distribution	Location of the Distribution
						Families	Persons		

**Note:** If there are other types of assistance, please clarify.....

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10. Priority Requirements

Types of Requirements	Ongoing Challenges	Descriptions

Clarification (If Any): .....

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**11. Summary of Main Activities Undertaken So Far:**

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**12. Assessment/Conclusion on the Impact of Disasters (weather, water height, scope...)**

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**Report Writers:**

Name: ..... Function: ..... Phone Number: ..... Email: .....

Name: ..... Function: ..... Phone Number: ..... Email: .....

Date for submission the report.....

**District/Khan Governor and President of District/Khan**

**Committee for Disaster Management**



## REPORTING FORM 5

### TOTAL IMPACT AND DAMAGE AT PROVINCIAL LEVEL

#### I). OBJECTIVES

To tally the scope of disaster damage by district and sector on key vulnerabilities, including human and animal life, housing, private property, livelihoods, agriculture, public infrastructure, the environment, and social and economic elements. To record the scope of response actions/measures and external assistance for short-term and long-term priority needs.

#### II). TIMEFRAME AND REPORTING METHODOLOGY

##### ➤ Timeframe

A report is produced by PCDM and submitted

to NCDM within three to 10 days after the disaster. Continue to provide updates until the situation becomes normal again.

##### ➤ Methodology

Upon receiving reports from DCDM, PCDM leads the four operational taskforces (see Annex 1) and relevant partners in activities, as per their ToRs, in affected areas. PCDM convenes a meeting to take stock and assess loss and damage in all sectors, including social and economic sectors and infrastructure. PCDM analyzes rehabilitation needs in each stage, in agreement with all relevant sectoral stakeholders and local authorities in affected areas. It then submits a report to NCDM.

## Attach:

- 1) Copies of reports of affected districts
- 2) Copies of reports from all relevant provincial departments.

## III). HOW TO WRITE REPORT

**Report Letterhead:** Write the names of the province and provincial code number.

### 1. Situation

**1.1. Type of Disaster:** Tick ✓ in the box ☐ of disaster event that happened (e.g. flood).

**1.2. Time of Occurrence:** Write down the date and time the event started and ended.

### 2. Location and Vulnerable Population

Write down the names of districts and the number of affected communes and tick ✓ in the box ☐ for severely affected districts. Complete the table by specifying the number of affected and vulnerable households/people with the following disaggregated details: pregnant women, post-partum women, children under 5, children between 6 and 14, children between 15 and 18, people older than 65, female-headed households, people with disabilities and poor households of both IDPoor 1 and 2 categories.

### 3. Evacuation to Safe Areas

Write down the names of the districts from which people have been evacuated. Record the number of households/people who have been evacuated to safe areas or are staying

with relatives. Include pregnant women, post-partum women, children under 5, children between 6 and 14, children between 15 and 18, people older than 65, people with disabilities, people with chronic illnesses, poor households and women-headed households.

### 4. Casualties (Death, Injured, Missing)

Write down the names of the districts, communes and villages where there have been casualties. Tick ✓ in the box ☐ for casualties (deaths, injured, missing), record the names of the victims, sex, age, time of incident and cause of death, injury or disappearance.

### 5. Statistics of Affected People Continuing to Stay in Safe Areas

Write down the names of safe areas where people continue to stay, the total number of households, and the number of people staying there. Include vulnerable people using the same disaggregated data listed in Point 3, above.

### 6. Impacts and Damage

#### 6.1. Housing, Pagodas, Commune Offices/ Police Posts

Write down the name of the district, the number of communes and the number and type of structures that were moderately or severely affected. Include houses, pagodas, commune offices and police posts.

#### 6.2. Valuable/Special Assets

Write down the name of the district, the number of communes and any valuable assets/objects lost or damaged. Specify the number/quantity and cause of the losses (e.g. inundated, fallen into water, stolen).

### **6.3. Education**

Write down the name of the district, the number of communes and the number of schools moderately and severely affected. Record the number of lost or damaged. Specify the names of schools where students cannot study, schools that have ceased to operate, or schools that have closed temporarily in each commune.

### **6.4. Health**

#### **6.4.1 Health Centres and Facilities**

Write down the name of the district, the number of communes and the number of health centres moderately and severely affected. Record the names and numbers of lost and damaged. Specify the names of health centres which have ceased to operate or closed temporarily in each commune.

#### **6.4.2 Health Care**

Write down the name of the district, the number of communes and types of illnesses. Record the number of sick people, including pregnant women, post-partum women, children under 5, children between 6 and 14, children between 15 and 18 and people older than 65. Specify the timing and cause of the illnesses.

### **6.5. Important Services related to Daily Livelihood**

Write down the name of the district, the number of communes and the number of public services moderately and severely affected, including water supply facilities, electricity, markets, rice millers and communication/phones services.

### **6.6. Agriculture**

#### **6.6.1 Rice**

Write down the name of the district, the number of communes and the number of seedlings, transplanted seedlings and hectares of paddy rice damaged.

#### **6.6.2 Industrial Crops, Ancillary Crops and Animals**

Write down the name of the district, the number of communes and the number of hectares of industrial crops and ancillary crops damaged. Record the number of cattle/buffalo and pigs evacuated, missing, sick or dead.

### **6.7. Public Works and Transport**

#### **6.7.1 National/Provincial/Town Roads, Sewerage and Irrigation System**

Write down the names, locations and numbers of water blocking facilities, water distributing facilities and water drainage facilities, spillways and inverted water gates, and the length of dams affected. Record whether they were moderately or severely damaged.



### 6.7.2 Concrete, Metal and Wooden Bridges

Write down the name of the district, the number of communes and the length of concrete, metal and wooden bridges moderately and severely affected or damaged.

## 6.8. Rural Development

### 6.8.1 Paved Roads, Concrete Roads and Soil/Laterite Roads

Write down the names, locations and length of paved roads, concrete roads and soil/laterite roads moderately or severely damaged.

### 6.8.2 Bridges and Sewage

Write down the name of the district, the number of communes and the number of concrete/metal/wood bridges, culverts and box culverts moderately and severely damaged.

### 6.8.3 Pump Wells, Hand-Dug Wells, Ponds and Toilets

Write down the name of the district, the number of communes and the number of pump wells, hand-dug wells, ponds, flush toilets and dry toilets moderately and severely damaged.

## 6.9. Water Resources and Meteorology

### 6.9.1 Dams, Reservoirs, Main Canals and Sub-Canals

Write down the name of the district, the

number of communes and the number of dams, reservoirs and the length of main canals and sub-canals affected. Specify whether they were moderately or severely damaged.

### 6.9.2 Irrigation systems

Write down the name of the district, the number of communes and the number of water releases, water distributing and water retaining structures and length of dams and water regulators affected. Specify whether they were moderately or severely damaged.

## 7. Estimate Damage and Valuable Assets

Write down the names of sectors experiencing impacts, loss and damage by calculating the total amount in US dollars and Khmer riel.

## 8. Need for Rehabilitation and Reconstruction

### 8.1 Immediate Rehabilitation of Housing and Livelihoods of Affected Households upon their Return

Write the main priority needs related to the challenges facing affected households upon their return. Include damage to houses and people's inability to resume livelihood activities immediately. Specifying the current challenges and estimate the amount of funding needed. State possible sources of funding (e.g. remaining funds from previous year).

### 8.2 Infrastructure

Write what is needed in order to immediately



rehabilitate infrastructure so that normal life can resume. Include what is needed to rehabilitate roads, bridges and sewerage systems which have subsided or were damaged and now prevent people from transporting their remaining produce to markets or going to school or the health centre. State the current challenges and estimate the amount of funding needed. State possible sources of funding (e.g. remaining funds from the previous year).

### **8.3 Short-Term Rehabilitation and Reconstruction**

Write down priority rehabilitation needs (those needed in the next one to three months), including rice seeds, vegetable seeds, animals for raising, fishing tools for vulnerable or poor households, and funds for rehabilitating important roads, bridges and sewerage systems. State the current challenges and estimate the amount of funding needed. State possible sources of funding (e.g. remaining funds from the previous year).

### **8.4 Long-Term Rehabilitation and Reconstruction**

Write down longer-term (one year) rehabilitation needs. Specify more disaster-resilient development in the future, addressing national/provincial roads, canals and main canals. Address the need to increase people's understanding of new technical knowledge that can help promote national economic growth, poverty reduction and damage mitigation in the future. State the current challenges and estimate the amount of funding needed. State the sources of

funding (e.g. remaining funds from the previous year).

## **9. Emergency Assistance Received**

Write down the names of ministries/agencies, organizations, associations, companies, senior leadership and private donors providing donations to victims. Include donations such as rice, noodles, canned fish and water, and state the estimated amount of funding.

## **10. Comments and Suggestions (If Any)**

Write down any comments for effective preparedness, emergency interventions, response activities or operations. Include suggested ways to avoid errors or shortcomings and suggest ways to address priority crises or challenges.

## **Responsible Persons for Reporting**

Write down the names and roles of the two people responsible for reporting and provide their phone numbers so that stakeholders can contact them, should more information be needed.

## **Signature and Seal**

The Provincial Governor, who is also the Chair of PCDM, writes down the date of the report number, then signs and seals the report before sending it to the Ministry of Interior and NCDM.

Ministry of Interior  
Municipality/Province/PCDM:.....  
Provincial Code: .....  
No .....

### Reporting Form 5: Total Impact and Damage at Provincial Level

This report is submitted to the National Committee for Disaster Management

#### 1. Situation

1.1. Hazard: Flood ☐ Drought ☐ Others .....

1.2. Date of Disaster event: Start Date: ..... End Date: .....

#### 2. Locations and Affected People (Please find attached the detail reports from the districts/towns/khan)

Districts/ Towns/ Khan	Number of Commune	Affected People			Victim People																		
		Fami- lies	Person	Fami- lies	Person	Women (pers.)		Children (pers.)			Elders (pers.) Over 65 yrs	People With Disabilities (pers.)	Children With Disabilities (pers.)	Chronic Diseases, HIV-AIDS, TB (pers.)	Poor Families		Women Head of Families (pers.)						
						Preg- nant	Lactiat- ing	0-5 yrs	6-14 yrs	15-18 yrs					F	M		F	M	F	M	Fami- lies	Persons
<input type="checkbox"/>																							
<input type="checkbox"/>																							
<input type="checkbox"/>																							
<input type="checkbox"/>																							
<input type="checkbox"/>																							

**Note:** Put cross sign x in the box ☐ to mark the severely affected districts/towns/khan

Clarification (If any): .....  
.....

[illegible]

4. Casualties (Death, Injured, Missing)									
No.	Districts Towns/Khan	Communes/ Sangkat	Villages	Death, Injured, Missing	Names of Victims	Sex	Age	Date of Incidence	Causes of casualties
1.				<input type="checkbox"/> Death <input type="checkbox"/> Injured <input type="checkbox"/> Missing					
2.				<input type="checkbox"/> Death <input type="checkbox"/> Injured <input type="checkbox"/> Missing					
3.				<input type="checkbox"/> Death <input type="checkbox"/> Injured <input type="checkbox"/> Missing					
4.				<input type="checkbox"/> Death <input type="checkbox"/> Injured <input type="checkbox"/> Missing					

#### 4. Casualties (Death, Injured, Missing)

### 5. Number of people are continue living on the safe areas (Please attached the detail reports from the districts/towns/khan)

Districts Towns/Khan	People Evacuated from Home														Name of Safe Grounds Being Accommodated					
	Fami- lies	Persons	Women (pers.)		Children (pers.)				Elders (pers) Over 65 yrs		People With Disabilities (pers.)		Children With Disabilities (pers.)			Chronic Diseases, HIV-AIDS, TB (pers.)		Poor Families		Women Head of Families (pers.)
		Preg- nant	Lactat- ing	0-5 yrs	6-14 yrs	15-18 yrs	F	M	F	M	F	M	F	M	F	M				
		F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M			

Clarification (If any): .....

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### 6. Effects and Damages

#### 6.1. Houses, Pagodas, Commune Offices/Police Posts (Please find attached the detail reports from the districts/towns/khan)

Districts Towns/Khan	Houses				Pagodas				Commune Offices/Police Posts			
	Affected		Damaged		Affected		Damaged		Affected		Damaged	
	Medium	Severe	Medium	Severe	Medium	Severe	Medium	Severe	Medium	Severe	Mild	Severe

Clarification (Like hospital/health center/school that still not able to operate as normal): .....

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6.2. Valuable Properties

Districts Town/Khan	Number of Communes	Items	Unit	Number/Quantity			Causes
				Affected	Lost	Damaged	

Clarification (If any): .....

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6.3. Education Sector (Please attached the detail reports from the Provincial Department of Education, Youth and Sports)

Districts/Towns	Schools (places)			Special Facilities					Number of Students Not Able to Attend the Classes			Names of Dysfunctional Schools
	Affected	Damages		Items	Unit	Number/Quantity			Total	F	M	
		Medium	Severe			Affected	Lost	Damaged				

Clarification (If any): .....

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#### 6.4. Health Sector (Please find attached the detail report from the Provincial Department of Health)

##### 6.4.1. Health Centers and Facilities

Districts Towns/Khan	Number of Communes	Health Centers (places)			Items	Unit	Special Facilities			Names of Dysfunctional Health Centers
		Affected	Damaged Medium	Severe			Affected	Lost	Damaged	

Clarification (If any): .....

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##### 6.4.2. Health Care

Districts Towns/Khan	Number of Communes	Type of Diseases	People Affected by Diseases										Duration of Diseases	Causes
			Number of People		Women		Children				Elderly (pers) Over 70 yrs			
							F	M	Pregnant	Lactat- ing	F	M		

Clarification (If any): .....

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6.5. Important services relevant to daily subsistence (Please find attached the detail report from districts)

Districts Town/Khan	Number of Communes	Markets (place)		Safe Drinking Water Supplies (place)		Rice Milles (place)			Communication Service (place)		
		Affected	Damaged Medium Severe	Affected	Damaged Medium Severe	Affected	Damaged Medium Severe	Affected	Damaged Medium Severe	Affected	Damaged Medium Severe

Clarification (If any): .....

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6.6. Agricultural Sector (Please find attached the detail reports from the Provincial Department of Agriculture)

6.6.1. Rice Crop

Districts Town/Khan	Number of Commune	Seedlings (ha)		Transplanted/ Direct Paddy Seeding (ha)					
		Affected	Damaged	Short-Term Rice		Medium-Term Rice		Long-Term Rice	
				Affected	Damaged	Affected	Damaged	Affected	Damaged

Clarification (If any): .....

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**6.6.2. Industrial Crops, Subsidiary Crops and Livestock (Please find attached the detail reports from the Provincial Department of Agriculture)**

Districts Towns/Khan	Number of Communes		Industrial Crops (ha)		Subsidiary Crops (ha)		Cattle (head)				Pigs (head)			
			Affected	Damaged	Affected	Damaged	Evacuated	Died	Missing	Sick	Evacuated	Died	Missing	Sick

Clarification (If any): .....

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**6.7. Public Works and Transport Sector (Please find attached the detail reports from the Provincial Department of Public Works and Transport)**

**6.7.1. National Roads, Provincial Roads, Municipal Roads and Structures**

Locations (Please include commune and district name)	National Road(m)		Provincial Road (m)		Municipal Road (m)		Infrastructure							
							Bridges(places)		Pipe Culverts(Places)		Box Culverts(Places)		Dike(Places)	
	Affected	Damaged	Affected	Damaged	Affected	Damaged	Affected	Damaged	Affected	Damaged	Affected	Damaged	Affected	Damaged

Clarification: (Name of roads which is still not allowed to traffic): .....

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6.7.2. Concrete Bridge, Bele Bridge and Wooden Bridge

Districts Towns/Khan	Number of Communes	Concrete Bridges (place)			Bele Bridges (place)			Wooden Bridges (place)			..... (place)		
		Affected	Damaged	Severe	Affected	Damaged	Severe	Affected	Damaged	Severe	Affected	Damaged	Severe

Clarification (If any): .....

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6.8. Rural Development Sector (Please find attached the detail reports from the Provincial Department of Rural Development)

6.8.1. Seal Roads, Concrete Roads and Earth/Laterite Roads

Name of the Road	Location of the Road	Seal Roads (meter)			Concrete Roads (meter)			Earth/Laterite Roads (meter)		
		Affected	Damaged		Affected	Damaged		Affected	Damaged	
			Medium	Severe		Medium	Severe		Medium	Severe

Clarification: Name of roads that were damaged which are not allowed to traffic: .....

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### 6.8.2. Concrete and Culverts

Districts Town/Khan	Number of Communes	Concrete Bridge (place)			Bele Bridge (place)			Wooden Bridge (place)			Round Culvert (place)			Box Culvert (place)		
		Affected	Damaged Medium	Severe	Affected	Damaged Medium	Severe	Affected	Damaged Medium	Severe	Affected	Damaged Medium	Severe	Affected	Damaged Medium	Severe

Clarification (If any): .....

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### 6.8.3. Borehole Wells, Hand Dug Wells and Toilets

Districts Town/Khan	Number of Communes	Borehole (place)			Hand Dug Wells (place)			Ponds (places)			Flush Toilets (places)		
		Affected	Damaged Medium	Severe	Affected	Damaged Medium	Severe	Affected	Damaged Medium	Severe	Affected	Damaged Medium	Severe

Clarification (If any): .....

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6.9. Water Resources and Meteorology Sector (Please find attached reports from the provincial department)

6.9.1. Dams, Reservoir, Main Canal and Sub Canal

Districts Town/Khan	Number of Communes	Main Dam (meter)		Reservoir (meter)		Main Canal (meter)		Sub Canal (meter)	
		Affected	Damaged Medium Severe	Affected	Damaged Medium Severe	Affected	Damaged Medium Severe	Affected	Damaged Medium Severe

Clarification (If any): .....

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6.9.2. Irrigation Facilities

Districts Town/Khan	Number of Communes	Irrigation Facilities (place)							
		Water Blocking Facilities		Water Distributing Facilities		Water Draining Facilities		Spillway	
		Affected	Damaged Medium Severe	Affected	Damaged Medium Severe	Affected	Damaged Medium Severe	Affected	Damaged Medium Severe

Clarification (If any): .....

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## 7. Estimation of Damages of Valuable Property (Please find attached the documents from the concerned provincial departments)

No.	Name of Sectors Affected/Damages	Estimation in Khmer Riels	Estimation in US\$	Others
1	Public Works and Transport			
2	Rural Development			
3	Agriculture			
4	Health			
5	Education			
6	Water Resources and Meteorology			
7	Tourism			
8	Economy			
9	Environment			
10	Houses and Private Properties			
11				
	Total			

## 8. The Needs for Rehabilitation and Recovery

### 8.1. Early Recovery on Housing and Livelihood of the Victim Families Returned Home

No.	Types of Needs	Item	Quantities	Current Situation	Location	Estimated Cost	Total budget US\$

Clarification (If any): .....

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8.2. Infrastructures

No.	Types of Needs	Item	Quantities	Current Situation	Locations	Estimated Cost	Total budget US\$

Clarification (If any): .....

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8.3. Short Term Repair and Recovery Needs

No.	Types of Needs	Item	Quantities	Current Situation	Locations	Estimated Cost	Total budget US\$

Clarification (If any): .....

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8.4. Long Term Rehabilitation and Recovery Needs

No.	Types of Needs	Item	Quantities	Current Situation	Locations	Estimated Cost	Total budget US\$

Clarification (If any): .....

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9. Total Donations Received by kinds (Please find attached the detail reports from the districts)

Donation Sources			Number of Receivers		Total donations by kinds		Total (US\$)
			Family	Persons			

Clarification (If any): .....

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**10. Comments and Requests (If any)**

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**Report Writers:**

Name: ..... Function: ..... Phone Number: ..... Email: .....

Name: ..... Function: ..... Phone Number: ..... Email: .....

Date for submission the report.....

**Prepared by**

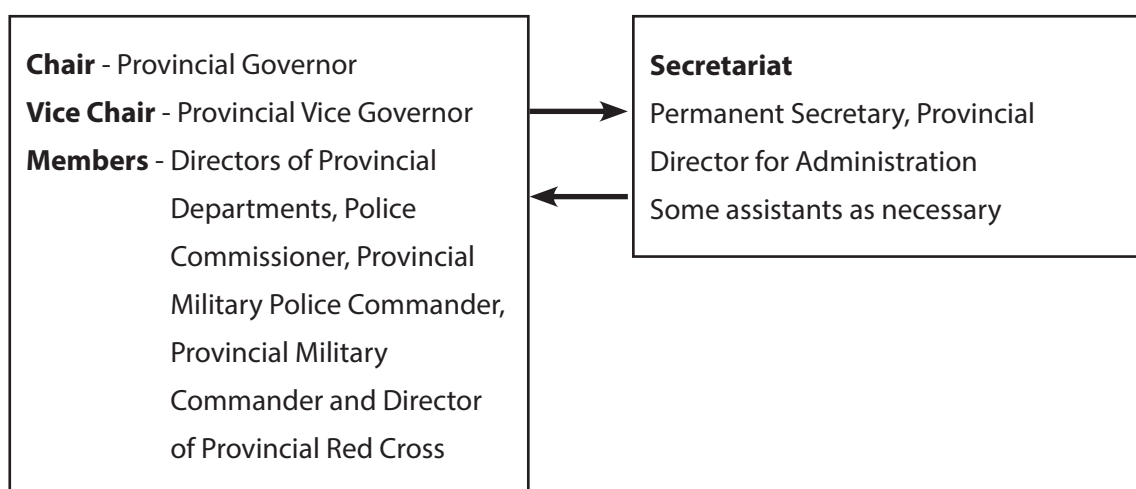
**Seen and Approved**

Date: .....

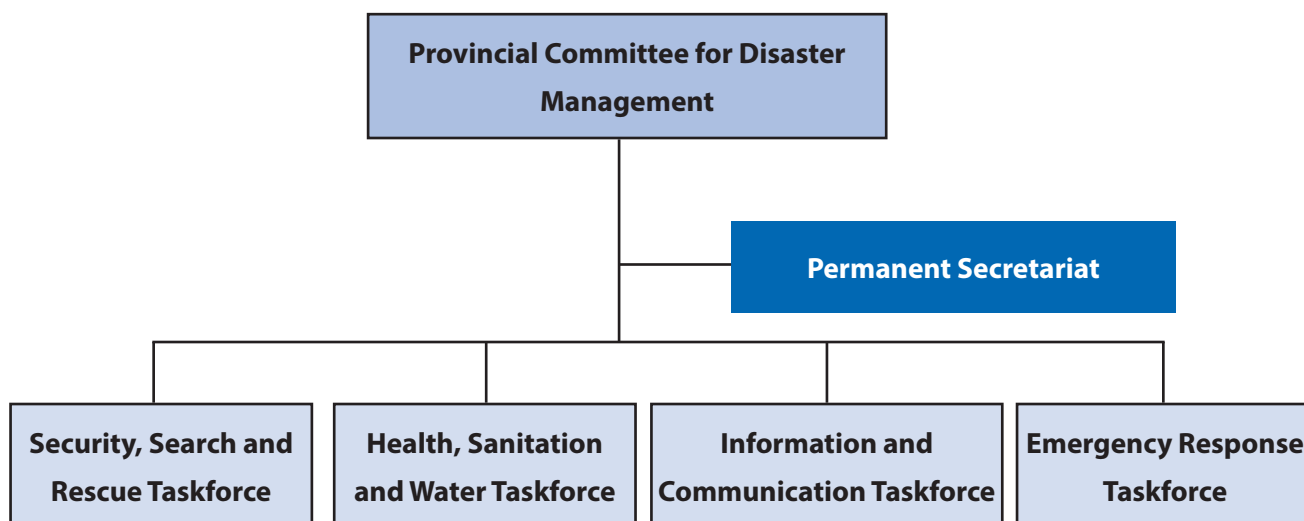
**Provincial Governor and President of the PCDM of .....**

# Annex 1 - Structure of Provincial Committee for Disaster Management

## Provincial Committee for Disaster Management



## Provincial Operational Taskforces





### Roles and Responsibilities of Security, Search and Rescue Taskforce

<p><b>Chair:</b> Provincial Vice Governor</p> <p><b>Vice Chair:</b> Provincial Military Commander/Provincial Police/ Provincial Military Police and Education Department</p> <p><b>Members:</b> Representatives from Provincial Line Departments</p>	<ul style="list-style-type: none"> <li>• Report on the situation and impacts</li> <li>• Provide assistance to vulnerable people and people affected by disasters</li> <li>• Identify citizens in areas at risk and vulnerable areas</li> <li>• Provide assistance to other operational taskforces and district rescue taskforces as needed</li> <li>• Protect safety, order and property of affected people</li> <li>• Manage, construct and protect shelters for affected people</li> <li>• Identify tools/materials and means for rescue/evacuation</li> <li>• Coordinate and cooperate with relevant stakeholders to rescue/evacuate people and animals</li> <li>• Participate in meetings to obtain knowledge and share information/experiences</li> <li>• Perform other roles as assigned by PCDM</li> </ul>
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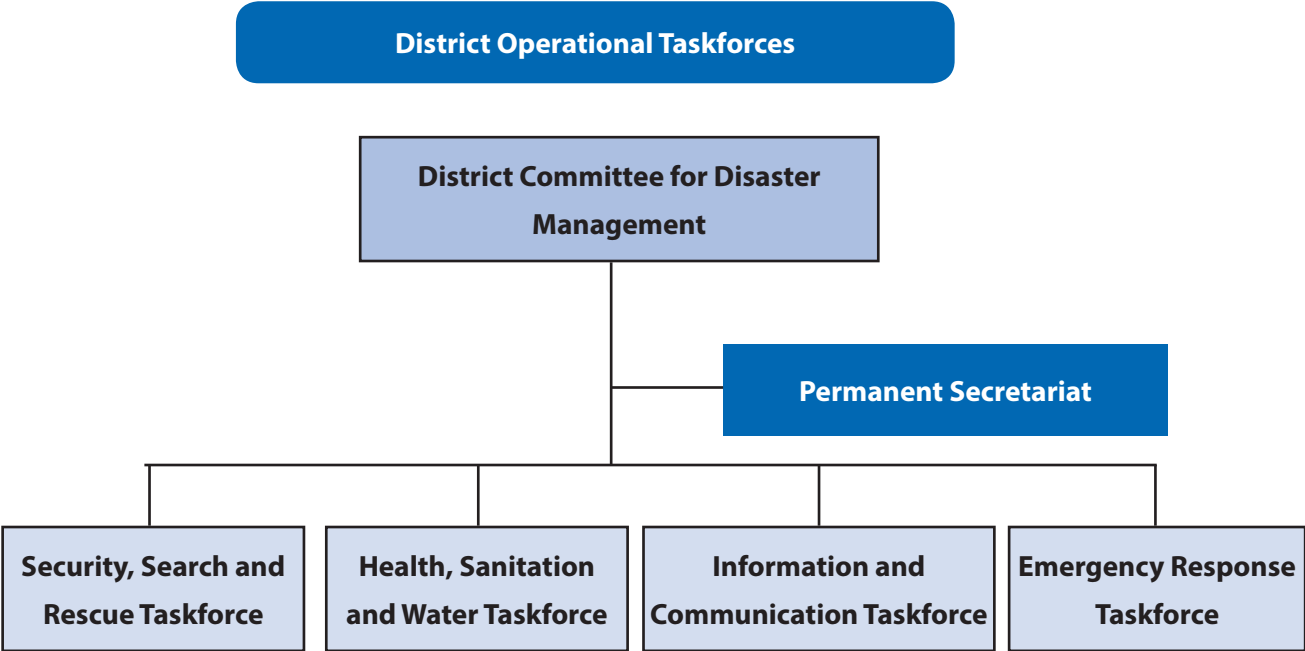
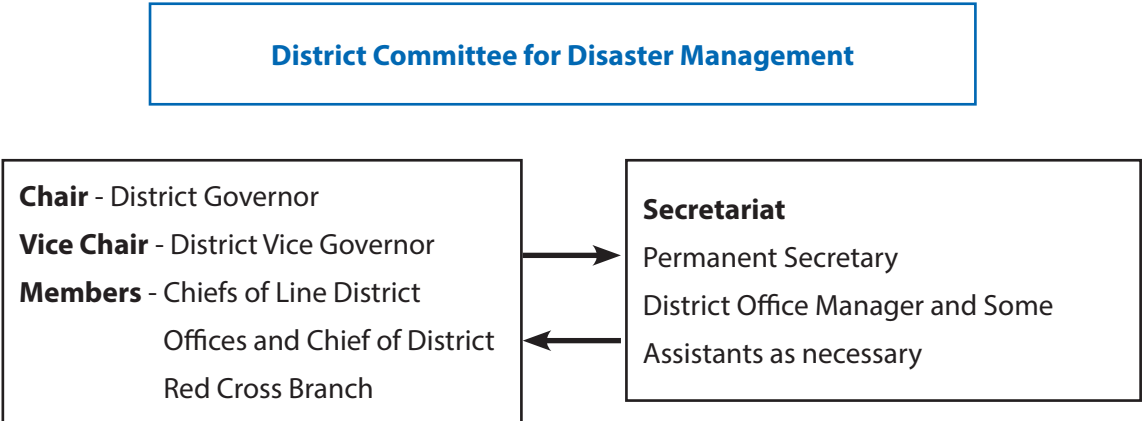
### Roles and Responsibilities of Health, Sanitation and Water Taskforce

<p><b>Chair:</b> Provincial Vice Governor</p> <p><b>Vice Chair:</b> Provincial Health/Rural Development/Dept. of Women's Affairs/Dept. of Industry, Mines and Energy</p> <p><b>Members:</b> Representatives from Provincial Line Departments</p>	<ul style="list-style-type: none"> <li>• Raise awareness on health care, sanitation and disease prevention</li> <li>• Provide first aid and rescue training to search/rescue taskforce and volunteers</li> <li>• Rescue and treat affected people</li> <li>• Monitor health, sanitation and infection</li> <li>• Assess the impacts and needs (health/sanitation/water)</li> <li>• Report the situation of health, sanitation, safe water and infection</li> <li>• Coordinate and cooperate with stakeholders</li> <li>• Participate in meetings to obtain knowledge and share information/experiences</li> <li>• Perform other roles as assigned by PCDM</li> </ul>
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Roles and Responsibilities of Information and Dissemination Taskforce	
<p><b>Chair:</b> Provincial Vice Governor</p> <p><b>Vice Chair:</b> Provincial Water Resources and Meteorology/ Information/Environment Department</p> <p><b>Members:</b> Representatives from Provincial Line Departments</p>	<ul style="list-style-type: none"> <li>• Monitor and report the situation on effects and damage</li> <li>• Disseminate information and forecasts/warnings about the hazard</li> <li>• Estimate and assess the effects, damage and needs</li> <li>• Manage and maintain information on disaster event</li> <li>• Collaborate and coordinate with stakeholders in doing assessment of effects, damage and needs of victims</li> <li>• Collect and compile information on vulnerable groups and affected locations</li> <li>• Join with other groups when there is a specific request</li> <li>• Join meetings and share information/experiences with other groups and NGOs</li> <li>• Disseminate information/educate the public on disaster risk reduction</li> <li>• Perform other roles as assigned by PCDM</li> </ul>

Roles and Responsibilities of Emergency Response Taskforce	
<p><b>Chair:</b> Provincial Vice Governor</p> <p><b>Vice Chair:</b> Provincial Social Affairs/ Public Affairs/ Agriculture/ Land Management Department</p> <p><b>Members:</b> Representatives from Provincial Line Departments</p>	<ul style="list-style-type: none"> <li>• Monitor and report on the situation regarding effects and damage</li> <li>• Collect information and report to other taskforces; check their ability to provide donations</li> <li>• Assess need so that responses are timely and effective</li> <li>• Collate the statistics of victims at safe places and select people (in collaboration with other taskforces) who will receive donations</li> <li>• Manage and maintain donations and other materials</li> <li>• Coordinate the distribution of donations to the victims</li> <li>• Communicate/appeal for donations from stakeholders</li> <li>• Coordinate/show safe places to stakeholders</li> <li>• Monitor the situation and the needs of the victims</li> <li>• Lead and join meetings to share experiences with stakeholders</li> <li>• Perform other roles as assigned by PCDM</li> </ul>

# Annex 2 - Structure of District Committee for Disaster Management



Roles and Responsibilities of Security, Search and Rescue Taskforce	
<b>Chair:</b> Vice Governor	<ul style="list-style-type: none"> <li>• Report on the situation and impacts</li> <li>• Provide assistance to vulnerable people and people affected by disasters</li> <li>• Identify citizens in areas at risk and vulnerable areas</li> <li>• Provide assistance to other operational taskforces and district rescue taskforces as needed</li> <li>• Protect safety, order and property of affected people</li> <li>• Manage, construct and protect shelters for affected people</li> <li>• Identify tools/materials and means for rescue/evacuation purposes</li> <li>• Coordinate and cooperate with relevant stakeholders to rescue/evacuate people and animals</li> <li>• Participate in meetings to obtain knowledge and share information/experiences</li> <li>• Perform other roles as assigned by PCDM</li> </ul>
<b>Vice Chair:</b> District Military Command/ District Police/ District Military Police and District Office of Education	
<b>Members:</b> Representatives from District Line Offices	

Roles and Responsibilities of Health, Sanitation and Water Taskforce	
<b>Chair:</b> Vice Governor	<ul style="list-style-type: none"> <li>• Raise awareness on health care, sanitation and disease prevention</li> <li>• Provide first aid and rescue trainings to search/rescue taskforce and volunteers</li> <li>• Rescue and treat affected people</li> <li>• Monitor health, sanitation and infection</li> <li>• Assess impacts and need (health/sanitation/water)</li> <li>• Report on health, sanitation, safe water and infection</li> <li>• Coordinate and cooperate with stakeholders</li> <li>• Participate in meetings to obtain knowledge and share information/experiences</li> <li>• Perform other roles as assigned by PCDM</li> </ul>
<b>Vice Chair:</b> District Health/Rural Development/ Women's Affairs/ Industry, Mines and Energy Departments	
<b>Members:</b> Representatives from District Line Offices	

### Roles and Responsibilities of Information and Dissemination Taskforce

**Chair:**

Vice Governor

**Vice Chair:**

District Water Resources  
and Meteorology / Infor-  
mation/ Environment  
Offices

**Members:**

Representatives from  
District Line Offices

- Monitor and report on the effects and damage
- Disseminate information and forecasts/warnings about the hazard
- Estimate and assess the effects, damage and needs
- Manage and maintain information on the disaster event
- Collaborate and coordinate with stakeholders in doing assessments of effects, damage and needs of victims
- Collect and compile information on vulnerable groups and affected locations
- Join with other groups when there is a specific request
- Join meetings and share information/experiences with other groups and NGOs
- Disseminate information and educate people on disaster risk reduction
- Perform other roles as assigned by PCDM

### Roles and Responsibilities of Emergency Response Taskforce

**Chair:**

Vice Governor

**Vice Chair:**

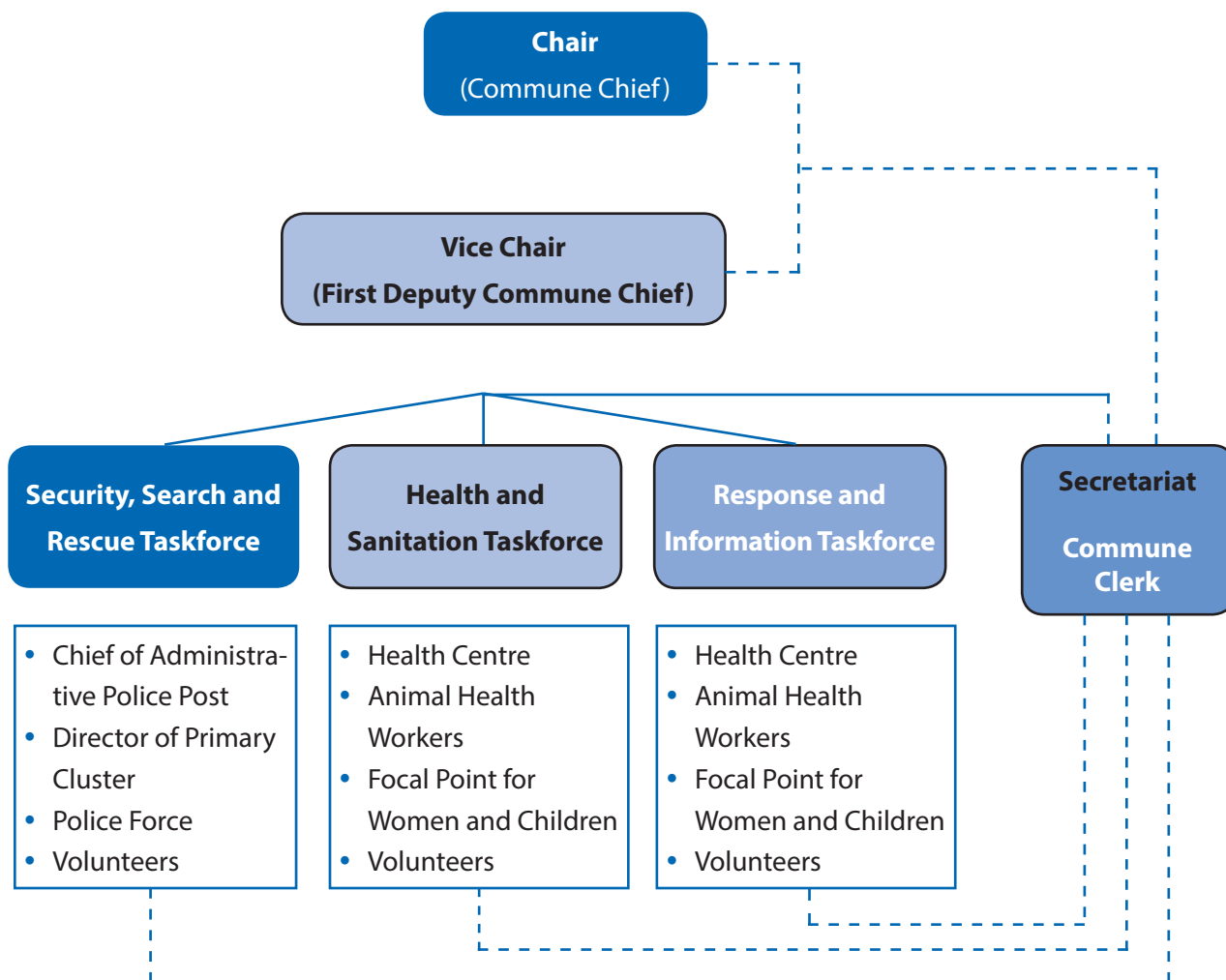
District Social Affairs/  
Public Affairs/ Agriculture/  
Land Management

**Members:**

Representatives from  
District Line Offices

- Monitor and report on the effects and damage
- Collect information and report to other taskforces; check their ability to provide donations
- Assess need so that responses are timely and effective
- Collate the statistics of victims at safe places and select people (in collaboration with other taskforces) who will receive donations
- Manage and maintain the donations and other materials
- Coordinate the distribution of donations to the victims
- Communicate with/appeal for donations from stakeholders
- Coordinate/show safe places to stakeholders
- Continue to monitor the situation and needs of victims
- Lead and join meetings to share experiences with stakeholders
- Perform other roles as assigned by PCDM

## Annex 3 - Structure of Commune Committee for Disaster Management



Roles of Security, Search and Rescue Taskforce	Roles of Health and Sanitation Taskforce
<ul style="list-style-type: none"> <li>• Identify vulnerable people</li> <li>• Plan and arrange a labour force, means and equipment for search and rescue operations, and security</li> <li>• Educate, raise awareness and explain preparedness measures, risk reduction, preparation, warnings and activities to be undertaken</li> <li>• Arrange safe areas, map danger areas and draw directions to safe areas; compile a list of people evacuated</li> <li>• Facilitate first aid trainings and lead rescue teams</li> </ul>	<ul style="list-style-type: none"> <li>• Raise awareness on health care, diet and preparedness for different hazards</li> <li>• Provide first aid, health and sanitation trainings to citizens</li> <li>• Provide public awareness on infections that could pass from animals to humans, animal meat consumption, cage cleaning, body hygiene, prevention and treatment of animal diseases</li> <li>• Find ways to educate citizens to help themselves and use existing resources in their locality to respond to disaster emergency</li> </ul>

Roles of Response and Information Taskforce	
<ul style="list-style-type: none"> <li>• Cooperate with relevant partners to develop structural and non-structural preparedness plans</li> <li>• Arrange appropriate safe areas</li> <li>• Collect statistics of affected people staying in safe areas</li> <li>• Prepare shelters or allow people to stay in houses</li> </ul>	<ul style="list-style-type: none"> <li>• Manage emergency assistance, including rice, food and materials</li> <li>• Produce a report on the disaster and the emergency response; assess the damage and needs of affected people</li> <li>• Monitor the welfare of citizens in safe areas</li> </ul>

# Annex 4 – NCDM Letter on Using the Disaster Data Reporting Form

**Kingdom of Cambodia  
Nation Religion King**

**National Committee for Disaster Management**

**No: 280**

Phnom Penh, 29 June, 2012

**Attention:**

**Governor of Capital/Provincial Board of Governors  
and Chair of Capital/Provincial Committee for Disaster Management**

**Subject:** Guidelines on the Assessment and Reporting of Disaster Impacts, Damage and Needs

**Ref:** Notification No. 211 SCNSR dated 24 February 2012 of the Office of the Council of Ministers

- As stated in the subject and reference, I wish to share with Your Excellency that: To assess the impacts, damage and needs to be reported by PCDMs, DCDMs and CCDMs through consistent templates, with the objective of managing local crises, NCDM would like to provide four reporting templates, which include forms for monitoring and recording all possible events and completing information as attached, and to provide the following guidelines:
- Information collection form before an emergency: This form is completed by CCDM and sent to DCDM within 24 to 72 hours to report a possible event in a particular location which has the potential to harm and affect life, property, the environment, etc. This reporting form focuses on potential challenges and dangers, especially to human life, and identifies the need for emergency response.
- Emergency Reporting Form: This form is completed by CCDM and sent to DCDM and PCDM. Then PCDM sends the form to NCDM within 1 to 7 hours to report the on-going event that is threatening life, property, crops, infrastructure, etc. and clearly reports the types of timely external emergency assistance appropriate to local needs.



- Preliminary Reporting Form: This form is completed by DCDM and sent to PCDM and NCDM within one to three days to report the impact and scope of the disaster which has caused loss of human and animal life, impacts on livelihoods, damage to livelihood, agricultural crops, infrastructure, environment, etc. It also provides a clear report on local response interventions from organizations, ministries/institutions, partners, associations and private donors, and clearly identifies additional external assistance.
- Overall Impact and Damage Reporting Form: Completed by PCDM in cooperation with relevant provincial departments/partners and submitted to NCDM within three to seven days to provide detailed accounts of the extent of impacts and damage on people, animals, property, public health, infrastructure, agricultural crops, the environment and types of assistance received. This includes cost estimates of each type of material and goods, and specifies short-term and long-term reconstruction needs.

These four reporting forms are tools to assist sub-national structures to provide information prior to, during and after the disaster to analyze and respond in a timely manner.

Therefore, please Your Excellency, Governor of the Capital/Provincial Board of Governors and Chair of Capital/Provincial Committee for Disaster Management, help facilitate the implementation in an effective manner.

**Senior Minister in charge as the First Vice President of NCDM**

**CC:**

- Office of the Council of Ministers
- Ministry of Interior "For Information"
- Documentation/Archival

Prepared by the NCDM  
in collaboration with UNDP



*Empowered lives.  
Resilient nations.*