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

Phnom Penh, December 11, 2014
Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreword</td>
<td>ii</td>
</tr>
<tr>
<td>Acknowledgements</td>
<td>iii</td>
</tr>
<tr>
<td>Acronyms</td>
<td>iv</td>
</tr>
<tr>
<td>I. Background of Disaster Data Reporting Forms</td>
<td>1</td>
</tr>
<tr>
<td>II. Objectives of the Disaster Data Reporting Forms</td>
<td>3</td>
</tr>
<tr>
<td>III. Guidelines on How to Prepare Disaster Data Reports</td>
<td>4</td>
</tr>
<tr>
<td>Reporting Form 1 - Monitoring Pre-Disaster Events</td>
<td>5</td>
</tr>
<tr>
<td>Reporting Form 2 - Reporting During Emergency</td>
<td>13</td>
</tr>
<tr>
<td>Reporting Form 3 - Preliminary Report During Disaster Event</td>
<td>19</td>
</tr>
<tr>
<td>Reporting Form 4 - Total Impact and Damage at District Level</td>
<td>34</td>
</tr>
<tr>
<td>Reporting Form 5 - Total Impact and Damage at Provincial Level</td>
<td>51</td>
</tr>
<tr>
<td>Annex 1 - Structure of Provincial Committee for Disaster Management</td>
<td>70</td>
</tr>
<tr>
<td>Annex 2 - Structure of District Committee for Disaster Management</td>
<td>73</td>
</tr>
<tr>
<td>Annex 3 - Structure of Commune Committee for Disaster Management</td>
<td>76</td>
</tr>
<tr>
<td>Annex 4 – NCDM Letter on Using the Disaster Data Reporting Form</td>
<td>78</td>
</tr>
</tbody>
</table>
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**

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

II). TIMEFRAME AND REPORTING METHODOLOGY

➢ Timeframe

This report is produced by CCDM and 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.

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**: 

   Write the names of villages and fill in the areas of 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.
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: ………………………………………………………………………………………………………………………………
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5. Scope of the Possible Effects and Damages

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

<table>
<thead>
<tr>
<th>Villages</th>
<th>Population</th>
<th>Vulnerable Group</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Families</td>
<td>Persons</td>
</tr>
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Additional Clarification (If Any): …………………………………………………………………………………………………………………………………………………………………………
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5.2. Houses, Agricultural Crops and Animals Likely to Be Affected

<table>
<thead>
<tr>
<th>Villages</th>
<th>Houses</th>
<th>Seedlings (ha)</th>
<th>Transplanted Seedlings (ha)</th>
<th>Direct Seeding Rice (ha)</th>
<th>Other Crops</th>
<th>Affected Animals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Cattle</td>
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Additional Clarification (If Any): ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
5.3. Number of Public Buildings, Roads and Important Services Likely to Be Affected/Flooded

<table>
<thead>
<tr>
<th>Villages (places)</th>
<th>Schools (places)</th>
<th>Health Centers (places)</th>
<th>Referral Hospitals (places)</th>
<th>Pagodas (places)</th>
<th>Roads (places)</th>
<th>Water Sources (places)</th>
<th>Electricity (places)</th>
<th>Telephone Services (places)</th>
<th>Others Important Services</th>
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Additional Clarification (If Any): ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

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

<table>
<thead>
<tr>
<th>Institutions/Local Authorities</th>
<th>Preparation for personnel to be ready deployed (pers)</th>
<th>Types of Equipment/Logistics/Experts</th>
<th>Quantity</th>
<th>Unit</th>
<th>Capacity/Size</th>
<th>Names/Phone Numbers of Responsible Persons</th>
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6.2. Safe Ground (School, Pagoda, High Ground, Road …)

<table>
<thead>
<tr>
<th>Name of Safe Ground</th>
<th>Address of Safe Ground</th>
<th>Distance (km) from the village/ commune to the safe ground</th>
<th>No. of Buildings/ Tarpaulin Sites (places)</th>
<th>Generators/ Electricity Grid (unit)</th>
<th>Latrines (rooms)</th>
<th>No. of Wells</th>
<th>No. of People Accommodated (persons)</th>
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Additional Clarification (If the safe ground is a rod or vacant high ground, please state the size): ………………………………………………………………………
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6.3. Activities Prepared / Measures Taken by the Authorities: (Please provide a brief description as instructed)

7. Types of Priority Requirements:

<table>
<thead>
<tr>
<th>Types of Requirement</th>
<th>Item</th>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
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</tbody>
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Additional Clarification (If Any): ……………………………………………………………………………………………………………………………………………
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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 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, CCDM 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.
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

<table>
<thead>
<tr>
<th>Village</th>
<th>Affected People</th>
<th>Evacuated People</th>
<th>Evacuated Livestock</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Families</td>
<td>Persons</td>
<td>Families</td>
</tr>
<tr>
<td>□</td>
<td></td>
<td></td>
<td></td>
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<td>□</td>
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<tr>
<td>□</td>
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</tbody>
</table>
Put cross sign √ to mark the severely affected villages Clarification (If Any): .................................................................
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5. Types of Casualties (Decease, Injured, Missing) and Place of Incidence

<table>
<thead>
<tr>
<th>Types of Casualties</th>
<th>Number of Victims</th>
<th>Causes</th>
<th>Place of Incidence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total</td>
<td>Adults (Over 18)</td>
<td>Children (Under 18)</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>M</td>
<td>F</td>
</tr>
</tbody>
</table>

Clarification (If Any): ........................................................................................................................................
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6. Serious Impacts on: House, Property, Public Infrastructure, Facilities or Services

Put cross sign × in the box □ to mark the severely affected facilities:

<table>
<thead>
<tr>
<th>House □</th>
<th>Property □</th>
<th>School □</th>
<th>Health Center □</th>
<th>Pagoda □</th>
<th>Electricity □</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Road □</td>
<td>Provincial Road □</td>
<td>Town Road □</td>
<td>Rural Road □</td>
<td>Earth Road □</td>
<td>Water Sources □</td>
</tr>
<tr>
<td>Bridge □</td>
<td>Drainage □</td>
<td>Irrigation System □</td>
<td>Environment □</td>
<td>Business □</td>
<td>............ □</td>
</tr>
<tr>
<td>............ □</td>
<td>............ □</td>
<td>............ □</td>
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<td>............ □</td>
</tr>
</tbody>
</table>

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
<table>
<thead>
<tr>
<th>Types of Requirements</th>
<th>Yes</th>
<th>No</th>
<th>Justifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Means for rescue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forces for finding and rescuing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treatment and Health Care</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary Shelter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Household Materials</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safe Water</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Protection, Safety and Order</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hygiene</td>
<td></td>
<td></td>
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</tbody>
</table>

**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 it 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 sewage 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.
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:

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

<table>
<thead>
<tr>
<th>Name of Affected Village</th>
<th>Affected People</th>
<th>Vulnerable People</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Families</td>
<td>Persons</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Families</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 6. Casualties (Death, Injured, Missing)

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of Villages</th>
<th>Death, Injured, Missing</th>
<th>Name of Victim</th>
<th>Sex</th>
<th>Age</th>
<th>Date of Incidence</th>
<th>Causes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>☐ Death ☐ Injured ☐ Missing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>☐ Death ☐ Injured ☐ Missing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>☐ Death ☐ Injured ☐ Missing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>☐ Death ☐ Injured ☐ Missing</td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

### 7. Evacuation

<table>
<thead>
<tr>
<th>Name of Villages</th>
<th>Number of Families</th>
<th>Number of Persons</th>
<th>To Safe Ground</th>
<th>Name of Safe Ground</th>
<th>To Relatives’ Houses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Families (F)</td>
<td>Persons (M)</td>
<td>Families (F)</td>
</tr>
<tr>
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</table>
Clarification, e.g. there are still people being evacuated (If any): ………………………………………………………………………………………………………………………………
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7.1. Situation/Needs of People in Safe Grounds

<table>
<thead>
<tr>
<th>1) Names of Safe Grounds</th>
<th>Number of Victims</th>
<th>Number of Families Faced with Challenges/Shortages in Their Daily Life</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Families</td>
<td>Shelters</td>
</tr>
<tr>
<td></td>
<td>Persons</td>
<td>F</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Villages</th>
<th>Number of Houses Affected</th>
<th>Number of Health Centers Affected</th>
<th>Number of Schools Affected</th>
<th>Number of Pagodas Affected</th>
<th>Commune Hall Affected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor</td>
<td>Medium</td>
<td>Severe</td>
<td>Minor</td>
<td>Medium</td>
<td>Severe</td>
</tr>
<tr>
<td>Minor</td>
<td>Medium</td>
<td>Severe</td>
<td>Minor</td>
<td>Medium</td>
<td>Severe</td>
</tr>
<tr>
<td>Minor</td>
<td>Medium</td>
<td>Severe</td>
<td>Minor</td>
<td>Medium</td>
<td>Severe</td>
</tr>
</tbody>
</table>

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

8.2. Valuable/Special Properties:

<table>
<thead>
<tr>
<th>Items</th>
<th>Unit</th>
<th>Number/Quantity</th>
<th>Causes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Lost</td>
<td>Damaged</td>
</tr>
</tbody>
</table>

Clarification (If any): 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### 8.3. Location of Important Services Relevant to Daily Livelihood

<table>
<thead>
<tr>
<th>Locations</th>
<th>Safe Water Supply (places)</th>
<th>Electricity Supply (places)</th>
<th>Markets (places)</th>
<th>Rice Mills (places)</th>
<th>Communication Services (places)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Affected</td>
<td>Suspended</td>
<td>Affected</td>
<td>Suspended</td>
<td>Affected</td>
</tr>
</tbody>
</table>

Clarification (If any): ……………………………………………………………………………………………………………………………………………………………
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………………………………………………………………………………………………………………………………………………………………………………

### 8.4. Education Sector

<table>
<thead>
<tr>
<th>Villages</th>
<th>Schools (places)</th>
<th>Special Facilities</th>
<th>Number of Students Not Able to Attend the Classes</th>
<th>Names of Dysfunctional Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Number/Quantity</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Affected</td>
<td>Lost</td>
</tr>
</tbody>
</table>

Clarification (If any): ……………………………………………………………………………………………………………………………………………………………
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………………………………………………………………………………………………………………………………………………………………………………
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### 8.5. Agricultural Sector

<table>
<thead>
<tr>
<th>Locations</th>
<th>Rice Crops (ha)</th>
<th>Industrial Crops (ha)</th>
<th>Subsidiary Crops (ha)</th>
<th>Cattle</th>
<th>Pigs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Seedlings Affected</td>
<td>Transplanted/ Direct Seeding Paddy Affected</td>
<td>Affected</td>
<td>Affected</td>
<td>Affected</td>
</tr>
<tr>
<td></td>
<td>Affected</td>
<td>Affected</td>
<td>Affected</td>
<td>Affected</td>
<td>Affected</td>
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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

<table>
<thead>
<tr>
<th>Locations</th>
<th>National Road (Lines)</th>
<th>Provincial Road (Lines)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DBST</td>
<td>Concrete</td>
</tr>
<tr>
<td></td>
<td>Affected</td>
<td>Erode</td>
</tr>
<tr>
<td></td>
<td>Erode</td>
<td>Cut-Off</td>
</tr>
<tr>
<td></td>
<td>Cut-Off</td>
<td>Affected</td>
</tr>
<tr>
<td></td>
<td>Cut-Off</td>
<td>Affected</td>
</tr>
<tr>
<td></td>
<td>Cut-Off</td>
<td>Affected</td>
</tr>
<tr>
<td></td>
<td>Cut-Off</td>
<td>Affected</td>
</tr>
<tr>
<td></td>
<td>Cut-Off</td>
<td>Affected</td>
</tr>
</tbody>
</table>
### Guideline for Implementation of the Disaster Data Reporting Forms

<table>
<thead>
<tr>
<th>Locations</th>
<th>Municipal Road (Lines)</th>
<th>Structures (Places)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DBST</td>
<td>Concrete Laterite Soil</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Locations</th>
<th>Concrete Bridges (places)</th>
<th>Bele Bridges (places)</th>
<th>Wooden Bridges (places)</th>
<th>………………… (places)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Affected Eroded Subsided</td>
<td>Affected Eroded Subsided</td>
<td>Affected Eroded Subsided</td>
<td>Affected Eroded Subsided</td>
</tr>
</tbody>
</table>

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

……………………………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………………………………………
### 8.7. Rural Development Sector

#### 8.7.1. Roads and Bridges

<table>
<thead>
<tr>
<th>Locations</th>
<th>Paved Roads (places)</th>
<th>Concrete Roads (Places)</th>
<th>Earth/Laterite Roads (Places)</th>
<th>Concrete Bridges (places)</th>
<th>Bele/Wooden Bridges (places)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Affected</td>
<td>Eroded</td>
<td>Affected</td>
<td>Eroded</td>
<td>Affected</td>
</tr>
<tr>
<td></td>
<td>Cut-off</td>
<td></td>
<td>Cut-off</td>
<td></td>
<td>Subsided</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Affected</td>
<td>Eroded</td>
<td>Affected</td>
<td>Eroded</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cut-off/Broken</td>
<td></td>
<td>Cut-off/Broken</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Clarification (If any): ..............................................................................................................................................................................
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**Guideline for Implementation of the Disaster Data Reporting Forms**
### 8.8. Water Resources and Meteorology Sector

<table>
<thead>
<tr>
<th>Locations</th>
<th>Dams (meters)</th>
<th>Reservoir (meters)</th>
<th>Main Canals (meters)</th>
<th>Sub-Canals (meters)</th>
<th>Irrigation Facilities (places)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Affected</td>
<td>Cut-off</td>
<td>Affected</td>
<td>Cut-off</td>
<td>Draining water</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Distributing</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Blocking Water</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Spillway</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Inverted Water Gate</td>
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### 8.9. Industrial Sector

<table>
<thead>
<tr>
<th>Villages</th>
<th>Factories (places)</th>
<th>Rice Mills (places)</th>
<th>Warehouses (places)</th>
<th>Handicrafts (places)</th>
<th>Farms (places)</th>
<th>Enterprises (places)</th>
</tr>
</thead>
<tbody>
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<td></td>
<td>Affected</td>
<td>Suspended</td>
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<td>Suspended</td>
<td>Affected</td>
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Clarification (If any): …………………………………………………………………………………………………………………………………………………………
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………………………………………………………………………………………………………………………………………………………………………………
### 9. Emergency Assistance Received

<table>
<thead>
<tr>
<th>Name of Providers</th>
<th>Location where assistance was provided</th>
<th>Timing</th>
<th>People provided with assistance</th>
<th>Items Received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Families</td>
<td>Persons</td>
</tr>
<tr>
<td></td>
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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

<table>
<thead>
<tr>
<th>Types of Requirements</th>
<th>Challenges</th>
<th>Descriptions</th>
</tr>
</thead>
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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, postpartum 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.
**Guideline for Implementation of the Disaster Data Reporting Forms**

**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**

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<th>Affected People</th>
<th>Vulnerable Group</th>
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<th>Families</th>
<th>Persons</th>
<th>Women (pers.)</th>
<th>Children (pers.)</th>
<th>Elders (pers) Over 65 yrs</th>
<th>People With Disabilities (pers.)</th>
<th>Children With Disabilities (pers.)</th>
<th>Chronic Diseases, HIV-AIDS, TB (pers.)</th>
<th>Poor Families</th>
<th>Persons</th>
<th>Women Head of Families (pers.)</th>
<th>Name of Safe Grounds Being Accommodated</th>
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6. Situation/Needs of People in Safe Grounds and Other Areas beside Safe Ground

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<th>Number of Families Faced with Challenges/Shortages in Their Daily Lives</th>
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Guideline for Implementation of the Disaster Data Reporting Forms
### 7. Casualties (Death, Injured, Missing)

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### 8. Effects and Damages

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

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### 8.2. Valuable/Special Properties

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<th>Unit</th>
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### 8.3. Education Sector

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<th>Special Facilities</th>
<th>Number of Students Not Able to Attend the Classes</th>
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8.4. Health Sector

8.4.1. Health Centers and Facilities

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<th>Communes/Sangkats</th>
<th>Health Center (places)</th>
<th>Special Facilities</th>
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### 8.5. Important Services Relevant to Daily Livelihood

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### 8.6. Agricultural Sector

#### 8.6.1. Rice Crop

<table>
<thead>
<tr>
<th>Communes</th>
<th>Seedlings (ha)</th>
<th>Transplanted/ Direct Seeding Paddy (ha)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Affected</td>
<td>Short-Term Rice</td>
</tr>
<tr>
<td></td>
<td>Damaged</td>
<td>Medium-Term Rice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Long-Term Rice</td>
</tr>
<tr>
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</tbody>
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Clarification (If any): …………………………………………………………………………………………………………………………………………………………
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### 8.6.2. Industrial Crops, Subsidiary Crops and Animals

<table>
<thead>
<tr>
<th>Communes</th>
<th>Industrial Crops (ha)</th>
<th>Subsidiary Crops (ha)</th>
<th>Cattle</th>
<th>Pigs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Affected</td>
<td>Damaged</td>
<td>Affected</td>
<td>Damaged</td>
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### 8.7. Public Works and Transport Sector

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

<table>
<thead>
<tr>
<th>Locations</th>
<th>National Road (m)</th>
<th>Provincial Road (m)</th>
<th>Municipal Road (m)</th>
<th>Structures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Damaged</td>
<td>Affected</td>
<td>Damaged</td>
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<tr>
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<td>Medium</td>
<td>Severe</td>
<td>Medium</td>
<td>Severe</td>
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</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Locations</th>
<th>Concrete Bridges (places)</th>
<th>Bele Bridges (places)</th>
<th>Wooden Bridges (places)</th>
<th>... (places)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Affected</td>
<td>Damaged</td>
<td>Affected</td>
<td>Damaged</td>
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<td></td>
<td>Medium</td>
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</table>

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

<table>
<thead>
<tr>
<th>Name of the Road</th>
<th>Location of the Road</th>
<th>Paved Roads (meters)</th>
<th>Concrete Roads (meters)</th>
<th>Earth/Laterite Roads (meters)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Affected</td>
<td>Damaged</td>
<td>Affected</td>
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<tr>
<td></td>
<td></td>
<td>Medium</td>
<td>Severe</td>
<td>Medium</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Communes/ Sangkats</th>
<th>Concrete Bridge (places)</th>
<th>Bele Bridge (places)</th>
<th>Wooden Bridge (places)</th>
<th>Round Culvert (places)</th>
<th>Box Culvert (places)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Affected</td>
<td>Damaged</td>
<td>Affected</td>
<td>Damaged</td>
<td>Affected</td>
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<td>Medium</td>
<td>Severe</td>
<td>Medium</td>
</tr>
</tbody>
</table>

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

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

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

<table>
<thead>
<tr>
<th>Communes/ Sangkats</th>
<th>Borehole (places)</th>
<th>Hand Dug Wells (places)</th>
<th>Ponds (places)</th>
<th>Flush Toilets (places)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Affected</td>
<td>Damaged</td>
<td>Affected</td>
<td>Damaged</td>
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<tr>
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</tbody>
</table>

Clarification (If any): ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
### 8.9. Water Resources and Meteorology Sector

#### 8.9.1. Dams, Reservoir, Main Canal and Sub Canal

<table>
<thead>
<tr>
<th>Communes/Sangkats</th>
<th>Main Dam (meters)</th>
<th>Reservoir (meters)</th>
<th>Main Canal (meters)</th>
<th>Sub Canal (meters)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Damaged</td>
<td>Affected</td>
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### 8.9.2. Irrigation Facilities

<table>
<thead>
<tr>
<th>Communes/Sangkats</th>
<th>Irrigation Facilities (places)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Water Blocking Facilities</td>
</tr>
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<td></td>
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9. Summary of Types of Assistance Received

<table>
<thead>
<tr>
<th>Types of Assistance</th>
<th>Types of Assistance Provided</th>
<th>Total No. of People Given the Assistance</th>
<th>Timing of the Distribution</th>
<th>Location of the Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Families</td>
<td>Persons</td>
<td></td>
</tr>
</tbody>
</table>

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

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Note: If there are other types of assistance, please clarify
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10. Priority Requirements

<table>
<thead>
<tr>
<th>Types of Requirements</th>
<th>Ongoing Challenges</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
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Clarification (If Any):

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Clarification (If Any):
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The Disaster Data Reporting Form

Guideline for Implementation of the Disaster Data Reporting Forms
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, people with disabilities, people with chronic illnesses, poor households and women-headed households.

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, postpartum 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 or the report number, then signs and seals the report before sending it to the Ministry of Interior and NCDM.
### 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)

<table>
<thead>
<tr>
<th>Districts/Towns/Khan</th>
<th>Number of Commune</th>
<th>Number of Affected People</th>
<th>Victim People</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Families Person Families Person Women (pers.) Pregnant Lactating Children (pers.) 0-5 yrs 6-14 yrs 15-18 yrs Elders (pers.) Over 65 yrs People With Disabilities (pers.) Children With Disabilities (pers.) Chronic Diseases, HIV-AIDS, TB (pers.) Poor Families Poor Persons Poor Head of Families</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>F M</td>
<td>F M F M F M F M F M F M F M F M F M</td>
</tr>
</tbody>
</table>

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

**Clarification (If any):** ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
3. **Evacuation from effected to safe areas** (Please find attached the detail reports from the districts/towns/khan)

<table>
<thead>
<tr>
<th>Districts Towns/Khan</th>
<th>People Evacuated from Home</th>
<th>Name of Safe Grounds Being Accommodated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Families</td>
<td>Persons</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>M</td>
</tr>
</tbody>
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5. Number of people are continue living on the safe areas (Please attach the detail reports from the districts/towns/khan)

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<th>Districts Towns/Khan</th>
<th>People Evacuated from Home</th>
<th>Name of Safe Grounds Being Accommodated</th>
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<td>Families</td>
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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)

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<th>Districts Towns/Khan</th>
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<th>Pagodas</th>
<th>Commune Offices/Police Posts</th>
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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

<table>
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<tr>
<th>Districts Towns/Khan</th>
<th>Number of Communes</th>
<th>Health Centers (places)</th>
<th>Special Facilities</th>
<th>Names of Dysfunctional Health Centers</th>
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#### 6.4.2. Health Care

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<tr>
<th>Districts Towns/Khan</th>
<th>Number of Communes</th>
<th>Type of Diseases</th>
<th>People Affected by Diseases</th>
<th>Duration of Diseases</th>
<th>Causes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Number of People</td>
<td></td>
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<td></td>
<td></td>
<td>Women</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Pregnant</td>
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<td></td>
<td></td>
<td>Lactating</td>
<td></td>
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<td></td>
<td>Children</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>0-5 yrs</td>
<td></td>
<td></td>
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<tr>
<td></td>
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<td>6-14 yrs</td>
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<td>15-18 yrs</td>
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<td>Over 70 yrs</td>
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<td></td>
<td>F   M</td>
<td></td>
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<td>Pregnant</td>
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<td>F   M</td>
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### 6.5. Important services relevant to daily subsistence (Please find attached the detail report from districts)

<table>
<thead>
<tr>
<th>Districts Town/Khan</th>
<th>Number of Communes</th>
<th>Markets (place)</th>
<th>Safe Drinking Water Supplies (place)</th>
<th>Rice Milles (place)</th>
<th>Communication Service (place)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Affected</td>
<td>Damaged</td>
<td>Affected</td>
<td>Damaged</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Medium</td>
<td>Severe</td>
<td>Medium</td>
<td>Severe</td>
</tr>
</tbody>
</table>

Clarification (If any): ……………………………………………………………………………………………………………………………………………………………………………………

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

#### 6.6.1. Rice Crop

<table>
<thead>
<tr>
<th>Districts Town/Khan</th>
<th>Number of Communes</th>
<th>Seedlings (ha)</th>
<th>Transplanted/ Direct Paddy Seeding (ha)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Affected</td>
<td>Damaged</td>
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The Disaster Data Reporting Form

61
### 6.6.2. Industrial Crops, Subsidiary Crops and livestock (Please find attached the detail reports from the Provincial Department of Agriculture)

<table>
<thead>
<tr>
<th>Districts Towns/Khan</th>
<th>Number of Communes</th>
<th>Industrial Crops (ha)</th>
<th>Subsidiary Crops (ha)</th>
<th>Cattle (head)</th>
<th>Pigs (head)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Affected</td>
<td>Damaged</td>
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</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>Locations (Please include commune and district name)</th>
<th>National Road (m)</th>
<th>Provincial Road (m)</th>
<th>Municipal Road (m)</th>
<th>Infrastructure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Affected Medium Severe</td>
<td>Affected Medium Severe</td>
<td>Affected Medium Severe</td>
<td>Bridges(places)</td>
</tr>
<tr>
<td></td>
<td>Damaged Medium Severe</td>
<td>Damaged Medium Severe</td>
<td>Damaged Medium Severe</td>
<td>Pipe Culverts(Places)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Box Culverts(Places)</td>
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<td></td>
<td></td>
<td>Dike(Places)</td>
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</table>

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

Clarification (If any): ………………………………………………………………………………………………………………………………………………
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**6.7.2. Concrete Bridge, Bele Bridge and Wooden Bridge**

<table>
<thead>
<tr>
<th>Districts Towns/Khan</th>
<th>Number of Communes</th>
<th>Concrete Bridges (place)</th>
<th>Bele Bridges (place)</th>
<th>Wooden Bridges (place)</th>
<th>………………… (place)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Affected</td>
<td>Damaged</td>
<td>Medium</td>
<td>Severe</td>
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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**

<table>
<thead>
<tr>
<th>Name of the Road</th>
<th>Location of the Road</th>
<th>Seal Roads (meter)</th>
<th>Concrete Roads (meter)</th>
<th>Earth/Laterite Roads (meter)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Affected</td>
<td>Damaged</td>
<td>Medium</td>
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Clarification: Name of roads that were damaged which are not allowed to traffic: ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
### 6.8.2. Concrete and Culverts

<table>
<thead>
<tr>
<th>Districts Town/Khan</th>
<th>Number of Communes</th>
<th>Concrete Bridge (place)</th>
<th>Bele Bridge (place)</th>
<th>Wooden Bridge (place)</th>
<th>Round Culvert (place)</th>
<th>Box Culvert (place)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Affected</td>
<td>Damaged</td>
<td>Affected</td>
<td>Damaged</td>
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<td></td>
<td>Medium</td>
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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

<table>
<thead>
<tr>
<th>Districts Town/Khan</th>
<th>Number of Communes</th>
<th>Main Dam (meter)</th>
<th>Reservoir (meter)</th>
<th>Main Canal (meter)</th>
<th>Sub Canal (meter)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Affected Medium</td>
<td>Affected Medium</td>
<td>Affected Medium</td>
<td>Affected Medium</td>
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<td></td>
<td></td>
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<td>Damaged Severe</td>
<td>Damaged Severe</td>
<td>Damaged Severe</td>
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<td></td>
<td>Affected Medium</td>
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<td>Affected Medium</td>
<td>Affected Medium</td>
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<td></td>
<td></td>
<td>Damaged Severe</td>
<td>Damaged Severe</td>
<td>Damaged Severe</td>
<td>Damaged Severe</td>
</tr>
</tbody>
</table>

Clarification (If any): ……………………………………………………………………………………………………………………………………………………………………………………………………………………………
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#### 6.9.2. Irrigation Facilities

<table>
<thead>
<tr>
<th>Districts Town/Khan</th>
<th>Number of Communes</th>
<th>Irrigation Facilities (place)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Water Blocking Facilities</td>
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<td></td>
<td>Affected Medium</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Damaged Severe</td>
</tr>
</tbody>
</table>

Clarification (If any): ……………………………………………………………………………………………………………………………………………………………………………………………………………………………
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7. Estimation of Damages of Valuable Property (Please find attached the documents from the concerned provincial departments)

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of Sectors Affected/Damages</th>
<th>Estimation in Khmer Riels</th>
<th>Estimation in US$</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Public Works and Transport</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Rural Development</td>
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<td>3</td>
<td>Agriculture</td>
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</tr>
<tr>
<td>4</td>
<td>Health</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>5</td>
<td>Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Water Resources and Meteorology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Tourism</td>
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<tr>
<td>8</td>
<td>Economy</td>
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</tr>
<tr>
<td>9</td>
<td>Environment</td>
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<td>10</td>
<td>Houses and Private Properties</td>
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</tbody>
</table>

Total

8. The Needs for Rehabilitation and Recovery

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

<table>
<thead>
<tr>
<th>No.</th>
<th>Types of Needs</th>
<th>Item</th>
<th>Quantities</th>
<th>Current Situation</th>
<th>Location</th>
<th>Estimated Cost</th>
<th>Total budget US$</th>
</tr>
</thead>
</table>

Clarification (If any): ...

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### 8.2. Infrastructures

<table>
<thead>
<tr>
<th>No.</th>
<th>Types of Needs</th>
<th>Item</th>
<th>Quantities</th>
<th>Current Situation</th>
<th>Locations</th>
<th>Estimated Cost</th>
<th>Total budget US$</th>
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### 8.3. Short Term Repair and Recovery Needs

<table>
<thead>
<tr>
<th>No.</th>
<th>Types of Needs</th>
<th>Item</th>
<th>Quantities</th>
<th>Current Situation</th>
<th>Locations</th>
<th>Estimated Cost</th>
<th>Total budget US$</th>
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The Disaster Data Reporting Form
### 8.4. Long Term Rehabilitation and Recovery Needs

<table>
<thead>
<tr>
<th>No.</th>
<th>Types of Needs</th>
<th>Item</th>
<th>Quantities</th>
<th>Current Situation</th>
<th>Locations</th>
<th>Estimated Cost</th>
<th>Total budget US$</th>
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</thead>
<tbody>
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</table>

Clarification (If any): ……………………………………………………………………………………………………………………………………………………………………………………

### 9. Total Donations Received by kinds

Please find attached the detail reports from the districts.

<table>
<thead>
<tr>
<th>Donation Sources</th>
<th>Number of Receivers</th>
<th>Total donations by kinds</th>
<th>Total (US$)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Family</td>
<td>Persons</td>
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Clarification (If any): ……………………………………………………………………………………………………………………………………………………………………………………

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

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**

**Chair** - Provincial Governor

**Vice Chair** - Provincial Vice Governor

**Members** - Directors of Provincial Departments, Police Commissioner, Provincial Military Police Commander, Provincial Military Commander and Director of Provincial Red Cross

**Secretariat**
- Permanent Secretary, Provincial
- Director for Administration
- Some assistants as necessary

**Provincial Operational Taskforces**

- **Security, Search and Rescue Taskforce**
- **Health, Sanitation and Water Taskforce**
- **Information and Communication Taskforce**
- **Emergency Response Taskforce**
### Roles and Responsibilities of Security, Search and Rescue Taskforce

**Chair:** Provincial Vice Governor

**Vice Chair:** Provincial Military Commander/Provincial Police/Provincial Military Police and Education Department

**Members:** Representatives from Provincial Line Departments

- Report on the situation and impacts
- Provide assistance to vulnerable people and people affected by disasters
- Identify citizens in areas at risk and vulnerable areas
- Provide assistance to other operational taskforces and district rescue taskforces as needed
- Protect safety, order and property of affected people
- Manage, construct and protect shelters for affected people
- Identify tools/materials and means for rescue/evacuation
- Coordinate and cooperate with relevant stakeholders to rescue/evacuate people and animals
- Participate in meetings to obtain knowledge and share information/experiences
- Perform other roles as assigned by PCDM

### Roles and Responsibilities of Health, Sanitation and Water Taskforce

**Chair:** Provincial Vice Governor

**Vice Chair:** Provincial Health/Rural Development/Dept. of Women's Affairs/Dept. of Industry, Mines and Energy

**Members:** Representatives from Provincial Line Departments

- Raise awareness on health care, sanitation and disease prevention
- Provide first aid and rescue training to search/rescue taskforce and volunteers
- Rescue and treat affected people
- Monitor health, sanitation and infection
- Assess the impacts and needs (health/sanitation/water)
- Report the situation of health, sanitation, safe water and infection
- Coordinate and cooperate with stakeholders
- Participate in meetings to obtain knowledge and share information/experiences
- Perform other roles as assigned by PCDM
### Roles and Responsibilities of Information and Dissemination Taskforce

| **Chair:** Provincial Vice Governor |
| **Vice Chair:** Provincial Water Resources and Meteorology/Information/Environment Department |
| **Members:** Representatives from Provincial Line Departments |
| - Monitor and report the situation on effects and damage |
| - Disseminate information and forecasts/warnings about the hazard |
| - Estimate and assess the effects, damage and needs |
| - Manage and maintain information on disaster event |
| - Collaborate and coordinate with stakeholders in doing assessment 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/educate the public on disaster risk reduction |
| - Perform other roles as assigned by PCDM |

### Roles and Responsibilities of Emergency Response Taskforce

| **Chair:** Provincial Vice Governor |
| **Vice Chair:** Provincial Social Affairs/Public Affairs/Agriculture/Land Management Department |
| **Members:** Representatives from Provincial Line Departments |
| - Monitor and report on the situation regarding 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 donations and other materials |
| - Coordinate the distribution of donations to the victims |
| - Communicate/appeal for donations from stakeholders |
| - Coordinate/show safe places to stakeholders |
| - Monitor the situation and the needs of the victims |
| - Lead and join meetings to share experiences with stakeholders |
| - Perform other roles as assigned by PCDM |
Annex 2 - Structure of District Committee for Disaster Management

District Committee for Disaster Management

Chair - District Governor
Vice Chair - District Vice Governor
Members - Chiefs of Line District Offices and Chief of District Red Cross Branch

Secretariat
Permanent Secretary
District Office Manager and Some Assistants as necessary

District Operational Taskforces

District Committee for Disaster Management
Permanent Secretariat

Security, Search and Rescue Taskforce
Health, Sanitation and Water Taskforce
Information and Communication Taskforce
Emergency Response Taskforce
### Roles and Responsibilities of Security, Search and Rescue Taskforce

| Chair:  | • Report on the situation and impacts  
|         | • Provide assistance to vulnerable people and people affected by disasters  
| Vice Governor |  
| Vice Chair: | • Identify citizens in areas at risk and vulnerable areas  
| District Military Command/ | • Provide assistance to other operational taskforces and district rescue taskforces as needed  
| District Police/ District | • Protect safety, order and property of affected people  
| Military Police and District | • Identify tools/materials and means for rescue/evacuation purposes  
| Office of Education | • Coordinate and cooperate with relevant stakeholders to rescue/evacuate people and animals  
| Members: | • Participate in meetings to obtain knowledge and share information/experiences  
| Representatives from District Line Offices | • Perform other roles as assigned by PCDM  

### Roles and Responsibilities of Health, Sanitation and Water Taskforce

| Chair:  | • Raise awareness on health care, sanitation and disease prevention  
| Vice Governor | • Provide first aid and rescue trainings to search/rescue taskforce and volunteers  
| Vice Chair: | • Rescue and treat affected people  
| District Health/Rural Development/ Women’s Affairs/ Industry, Mines and Energy Departments | • Monitor health, sanitation and infection  
| | • Assess impacts and need (health/sanitation/water)  
| | • Report on health, sanitation, safe water and infection  
| | • Coordinate and cooperate with stakeholders  
| Members: | • Participate in meetings to obtain knowledge and share information/experiences  
| Representatives from District Line Offices | • Perform other roles as assigned by PCDM  

### Roles and Responsibilities of Information and Dissemination Taskforce

**Chair:**
Vice Governor

**Vice Chair:**
District Water Resources and Meteorology / Information/ 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

Chair
(Commune Chief)

Vice Chair
(First Deputy Commune Chief)

Security, Search and Rescue Taskforce
- Chief of Administrative Police Post
- Director of Primary Cluster
- Police Force
- Volunteers

Health and Sanitation Taskforce
- Health Centre
- Animal Health Workers
- Focal Point for Women and Children
- Volunteers

Response and Information Taskforce
- Health Centre
- Animal Health Workers
- Focal Point for Women and Children
- Volunteers

Secretariat
Commune Clerk
**Roles of Security, Search and Rescue Taskforce**

- Identify vulnerable people
- Plan and arrange a labour force, means and equipment for search and rescue operations, and security
- Educate, raise awareness and explain preparedness measures, risk reduction, preparation, warnings and activities to be undertaken
- Arrange safe areas, map danger areas and draw directions to safe areas; compile a list of people evacuated
- Facilitate first aid trainings and lead rescue teams

**Roles of Health and Sanitation Taskforce**

- Raise awareness on health care, diet and preparedness for different hazards
- Provide first aid, health and sanitation trainings to citizens
- 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
- Find ways to educate citizens to help themselves and use existing resources in their locality to respond to disaster emergency

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**Roles of Response and Information Taskforce**

- Cooperate with relevant partners to develop structural and non-structural preparedness plans
- Arrange appropriate safe areas
- Collect statistics of affected people staying in safe areas
- Prepare shelters or allow people to stay in houses

**Roles of Response and Information Taskforce**

- Manage emergency assistance, including rice, food and materials
- Produce a report on the disaster and the emergency response; assess the damage and needs of affected people
- Monitor the welfare of citizens in safe areas
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