

LENS TOOL KIT

LOCAL ESTIMATE OF NEEDS FOR SHELTER AND SETTLEMENT

FIELD VERSION



IASC EMERGENCY SHELTER CLUSTER

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ACKNOWLEDGEMENTS

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FOREWORD

Much has been written in recent years about the challenges of providing housing for the victims of natural disasters. Despite all our knowledge of the subject, sustainable reconstruction and rehabilitation in the housing sector remains one of the most controversial and challenging aspects of post-disaster recovery.

One of the biggest problem areas identified by the IASC Global Shelter Cluster is getting reliable assessments of housing and settlements needs after a crisis.

This publication, the Local Estimate of Needs for Shelter and Settlements, seeks to help fill the gaps here.

It explains the importance of ensuring that those who survive a natural disaster are involved and consulted from the very beginning in their recovery process – rather than being treated as “humanitarian liabilities”. This inclusive approach has significant implications for the recommended approaches to post-disaster housing and settlements recovery.

It further argues that immediate and coordinated strategic planning covering land use, tenure, livelihoods and critical services, in addition to housing reconstruction is essential for any long term recovery.

Furthermore, sustainable recovery and development is only possible if it also addresses the risks and vulnerability factors that made a bad situation worse.

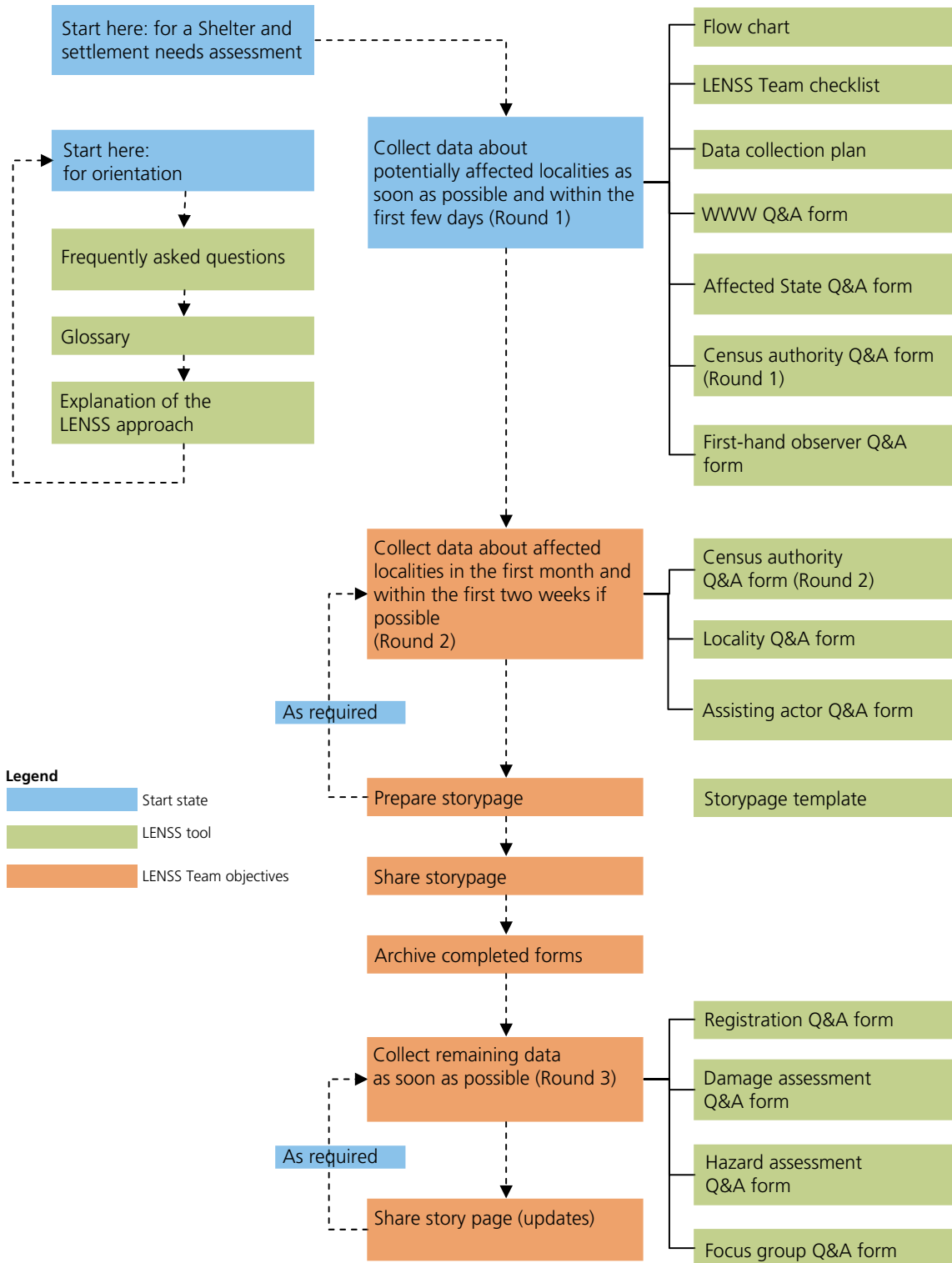
The humanitarian reform process (2005/2006) has helped broaden the community of practitioners, reinforced global and country-based coordination systems, and required the agencies involved to seek new and better means of ensuring integrated and robust humanitarian programming and early recovery approaches for achieving sustainable development.

This is why we emphasise here the importance of always being aware of local cultural, and socio-economic norms in drafting post-disaster plans. This is especially important when it comes to housing for the simple reason that new homes become a permanent aspect of everyday life.

Putting the people first is the key to success.

FLOW CHART

FIGURE 1 - LENSS ASSESSMENT FLOW CHART



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LENS TEAM CHECKLIST

TABLE 1 – LENS TEAM CHECKLIST

Legend

A	Means “action”
D	Means “decision point”

This checklist includes generic steps for the LENS Team. The checklist is not all-seeing or all-knowing. Judgment may suggest different or additional steps to achieve assigned goal, objectives and responsibilities. It all depends on the case at hand.

WHEN	WHAT	QUICK TIPS
Before LENS needs assessment can start	A Establish a LENS Team	<p>LENS assumes that a central team is managing the data collection and sharing. The team of one or more persons, as required, is called the LENS Team.</p> <p>If only one locality is involved, the team is established at the local level. If multiple localities are involved, the team will likely be at the national level. Either way, the team is generally established by a disaster management entity who expects to receive the results of the assessment</p>
When the LENS Team is established	A Review the quick tips for the LENS Team goals, objectives and responsibilities	<p>It is important to understand what it is you are trying to accomplish.</p> <p>The goal of the LENS Team is:</p> <ul style="list-style-type: none"> • To provide timely information to people involved in, interested in and affected by decisions regarding shelter and settlement response and recovery <p>To achieve the goal, the team is expected to complete the following objectives:</p> <ul style="list-style-type: none"> • Collect data • Prepare story pages • Share story pages • Archive completed question and answer forms <p>The LENS Team has the following responsibilities:</p> <ul style="list-style-type: none"> • Timely achievement of objectives • Request assistance or resources as required • Respond to enquiries related to the team and the LENS assessment • Operate 24 hours/7 days a week as long as appropriate and necessary • Make optimal use of the LENS Tool Kit through all appropriate tools and make alterations only when necessary

A	Find out the localities included in the assessment	The disaster management entity that established the team provides this guidance. The assessment may concern one affected locality or all affected localities in a disaster area.
A	Find out if this is part of a joint assessment	<p>The guidance is provided by the disaster management entity that established the team in the first place. It is possible that shelter and settlement will be assessed together with one or more other sectors (e.g., health, water and sanitation, protection, etc.).</p> <p>If shelter and settlement is not part of a joint assessment, continue with this checklist.</p> <p>If shelter and settlement are part of a joint assessment, coordinate all remaining items in this checklist with appropriate representatives from the other sectors.</p>
A	Organize operating resources	<p>The team's operating resources will normally include a combination of the following:</p> <ul style="list-style-type: none"> • Dedicated work space • Generic office supplies • LENSS Tool Kit (hard copy and/or MSWord format) in the local language(s) • Contact information for the disaster management entity that established the team • Access to a photocopier • Access to personal computers (Internet software, MS Word, MS Access) • Access to printers • Access to a facsimile machine • Internet access • WWW access • Telephone service access • Translation service, if required • Transportation and logistics support for team members, if required
D	Appoint a team leader	<p>The team leader:</p> <ul style="list-style-type: none"> • Assigns tasks related to this checklist • Keeps track of assigned tasks, completed tasks and outstanding tasks • Is the single point of contact between the LENSS Team and <ul style="list-style-type: none"> * the disaster management entity that established the team * the locality * team leaders for joint assessment counterparts
A	If necessary, ask for additional assistance or resources	Requests generally go first to the disaster management entity that established the team.

Data collection (Round 1)	A Check the question and answer forms to be used in this round of data collection	<p>This is the first of three rounds of data collection. The purpose is to collect data about potentially affected localities. The LENS flow chart shows the question and answer forms to be used in Round 1. The following tips also apply.</p> <p>If the assessment involves only one affected locality, use the following question and answer forms:</p> <ul style="list-style-type: none"> • WWW question and answer form • Affected State question and answer form (omit the question to collect series 1.2 data) • First-hand observer question and answer form and • Start the second round of data collection simultaneously <p>If the assessment involves all affected localities in a disaster area, use the following question and answer forms:</p> <ul style="list-style-type: none"> • WWW question and answer form • Affected State question and answer form • Census authority question and answer form (Round 1) • First-hand observer question and answer form <p>Check the forms for any terms or questions that are culturally inappropriate. Also check for translation issues. Arrange for translation or make changes as required. For additional guidance, the series numbers in the shaded areas of the forms correspond to the LENS Data collection plan.</p>
	A Identify points of contact	<p>The team leader consults the disaster management entity that established the team and others as necessary to identify points of contact to receive the question and answer forms. Time is of the essence. Do not delay sending out question and answer forms even if some points of contact are not identified.</p> <p>First-hand observers are persons other than government officials, local representatives and assisting actors. For example, media reporters may be first-hand observers. Names and locations of first-hand observers may be picked up from general reports about the disaster.</p>

D	Assign tasks to team members	<p>Tasks include the following:</p> <ul style="list-style-type: none"> • Complete the WWW question and answer form <ul style="list-style-type: none"> * Pass completed forms on to the team member assigned to collect them • Send out the Affected State question and answer form <ul style="list-style-type: none"> * Indicate if the question to collect series 1.2 data can be skipped: "What are the potentially affected localities?" • Send out the Census authority question and answer form (Round 1) <ul style="list-style-type: none"> * This is required if the assessment involves all affected localities See above * Send out the First-hand observer question and answer form • Collect, number, file and keep track of completed forms • Make a list of all potentially affected localities identified in Round 1 of data collection
A	Send out the question and answer forms	<ul style="list-style-type: none"> • Identify the point of contact to receive the form • Determine the most efficient way of sending and returning the form • Prepare cover page with the following: <ul style="list-style-type: none"> * Name and contact information of intended recipient * Request completion of the form * Request return of the completed form to sender * Sender's contact information * Requested timing for the return (e.g. number of hours; date) * Offer to answer questions as required • Ensure that the form is received and the request for assistance is understood • Track the status of the form: returned or outstanding • Pass the returned form on to the team member in charge
D	Identify the localities to be involved in Round 2 of data collection	<p>If the assessment involves only one locality and the first round confirmed that it is an affected locality, then this is the only locality for the second round of data collection.</p> <p>If the assessment involves only one locality and it has not proven to be an affected locality, DO NOT CONTINUE WITH THIS CHECKLIST.</p> <p>LENSS is only used for affected localities. No further actions or decisions are required. Report the situation to the disaster management entity that established the team and await further direction.</p> <p>If the assessment involves all affected localities in a disaster area, check the list of all potentially affected localities identified in Round 1 of data collection. Those localities should be included in Round 2 of data collection.</p>

Data collection (Round 2)	A Check the question and answer forms to be used in this round of data collection	<p>This is the second of three rounds of data collection. The purpose is to collect data about affected localities. The LENS flow chart shows the question and answer forms to be used in Round 2. The following tips also apply.</p> <p>Use the following question and answer forms:</p> <ul style="list-style-type: none"> • Census authority question and answer form (Round 2) • Locality question and answer form • Assisting actor question and answer form <p>Check the forms for any terms or questions that are culturally inappropriate. Also check for translation issues. Arrange for translation or make changes as required. For additional guidance, the series numbers in the shaded areas of the forms correspond to the LENS Data collection plan.</p>
	A Identify points of contact	<p>The team leader consults the disaster management entity that established the team and others as necessary to identify points of contact to receive the question and answer forms. Time is of the essence. Do not delay sending out question and answer forms even if some points of contact are not identified.</p> <p>The point of contact for the locality must be a local resident, preferably a government official. However, the local representative can also be any of the following (in alphabetical order): community group leader; ethnic group leader; local government staff member; religious leader; or surviving citizen.</p> <p>It is not for an assisting actor to represent a locality. In the absence of any of the above representatives, the national government should be consulted over the practicalities of shelter and settlement needs assessment.</p> <p>There is a separate question and answer form for assisting actors. In this case, assisting actor refers to a representative of any assisting humanitarian organization, State, foreign individual, or foreign private company providing charitable relief or other foreign entity responding to a disaster on the territory of the affected State or sending in-kind or cash donations.</p>

	D	Assign tasks to team members	<p>Tasks include the following:</p> <ul style="list-style-type: none"> • Send out the Census authority (Round 2) question and answer form(s) <ul style="list-style-type: none"> * There should be one form for each locality involved in Round 2 of data collection * Fill in the series 1.1 data • Send out the locality question and answer form(s) <ul style="list-style-type: none"> * This is normally assigned to the team leader * There should be one form for each locality involved in Round 2 of data collection * Fill in the series 1.1 data • Send out the assisting actor question and answer form(s) <ul style="list-style-type: none"> * Fill in the series 1.1 data if appropriate • Collect, number, file and keep track of completed forms (normally continues from round 1) • Prepare the story page(s) based on the returns
	A	Send out the question and answer forms	<ul style="list-style-type: none"> • As per above
Prepare story pages	A	Create a story page for each affected locality	Use the story page template.
	A	Transfer answers to the story pages	<p>Do the following for each affected locality:</p> <ul style="list-style-type: none"> • Obtain all the relevant question and answer forms received to date • Fill in a story page: <ul style="list-style-type: none"> * Follow the data collection plan in terms of which sources to use for which data elements * If multiple sources are available, consider the following <ul style="list-style-type: none"> • The local representative is the preferred source of data, but this should be balanced with • Where the data was collected (within the locality is better) • When the data was collected (more recent data is better)
Share story pages	D	Decide whether the story pages are ready for sharing	Time is of the essence. Do not delay sharing the story pages even if they are not complete. What is important is that the information is accurately based on the returns to date, the story page is filled out as intended, and available information already suggests the specific shelter and settlement needs of the locality.
	A	Assign task of sharing already available story pages	<p>At a minimum story pages are sent to the following:</p> <ul style="list-style-type: none"> • The disaster management entity that established the team • Anyone who returned a completed question and answer form • Cover page includes the following: <ul style="list-style-type: none"> * Name and contact information of intended recipient * Sender's contact information * Statement that the story page is provided for information only; no response is required * The story page may be shared * Updates will be sent unless a request not to send further information is received

	D	Decide whether the story pages are to be posted on the WWW	This guidance is provided by the disaster management entity that established the team. Tasks are assigned as appropriate.
Data collection (Round 3)	A	Check the question and answer forms to be used in this round of data collection	<p>Use the following question and answer forms:</p> <ul style="list-style-type: none"> • Registration question and answer form • Damage assessment question and answer form • Hazard assessment question and answer form • Focus group question and answer form <p>Check the forms for any terms or questions that are culturally inappropriate. Also check for translation issues. Arrange for translation or make changes as required.</p> <p>For additional guidance, the series numbers in the shaded areas of the forms correspond to the LENSS Data collection plan.</p>
	A	Identify points of contact	The team leader consults the disaster management entity that established the team to find out where the activities covered by the forms (e.g. registration) are taking place and who is responsible.
	A	Accelerate the pace, if necessary	In order fully to implement LENSS, it is important that registrations, damage assessments, hazard assessments and focus group interviews take place. If this is not happening, make a recommendation to the disaster management entity that established the team.
	D	Assign tasks to team members	<p>Tasks include the following:</p> <ul style="list-style-type: none"> • Send out the Registration question and answer form(s) <ul style="list-style-type: none"> * There should be one form for each locality involved in Round 3 of data collection * Fill in the series 1.1 data * Fill in the series 13.4 income range information • Send out the Damage assessment question and answer form(s) <ul style="list-style-type: none"> * There should be one form for each locality involved in Round 3 of data collection * Fill in the series 1.1 data • Send out the Hazard assessment question and answer form(s) <ul style="list-style-type: none"> * There should be one form for each locality involved in Round 3 of data collection * Fill in the series 1.1 data • Send out the Focus group question and answer form(s) <ul style="list-style-type: none"> * There should be one form for each locality involved in Round 3 of data collection * Fill in the series 1.1 data • Collect, number, file and keep track of completed forms (normally continues from round 1) • Prepare the story page(s) based on the returns
	A	Send out the question and answer forms	As per above

A	Prepare story pages (updates)	As per above
A	Share story pages (updates)	As per above
D	Stand down	When it appears that LENSS data collection and sharing is complete, report the situation to the disaster management entity that established the team and await further direction.

DATA COLLECTION PLAN

TABLE 2 - DATA COLLECTION PLAN

	Estimated timeframe	Within the first few days			Within the first month and within the first two weeks if possible			As soon as possible after earlier data collection			
Rationale and series	Data elements / Sources	WWW	Affected State	Census authority (Round 1) First-hand observer	Census authority (Round 2) Locality Assisting actor	Registration	Damage assessment	Hazard assessment	Focus group interview		
1. General: To facilitate information management and analysis											
1.1	<p>Locality Purpose: identifies the locality to which data applies. Localities to include: Any locality for which data is being reported.</p> <p>Show data as: Major civil division, minor civil division, locality and place code</p> <p>Note: Minor civil division and locality may overlap. Similar to a zip code or a postal code, a Place Code (P-Code) is a short form for the locality name. P-Codes aid data collection and compilation.</p>	■	■	■	■	■	■	■	■	■	■
1.2	<p>Potentially affected locality Purpose: Identifies a locality about which data may be generated, received and posted. Also identifies where registrations may take place (i.e., if the locality is host to population transfers).</p> <p>Localities to include: Any affected locality based on reports and any other locality in the same major civil division.</p> <p>Show data as: Name of major civil division, minor civil division, locality, and place code</p> <p>Note: This initial broad geographic scope is based on the potential for disaster impact to spread through population transfer.</p>	■	■	■							
1.3	<p>Affected locality Purpose: Indicates whether the population and/or the housing of the locality are affected by the disaster.</p> <p>Show data as: Yes or no</p>			■	■						

	Estimated timeframe	Within the first few days				Within the first month and within the first two weeks if possible			As soon as possible after earlier data collection			
Rationale and series	Data elements / Sources	WWW	Affected State	Census authority (Round 1)	First-hand observer	Census authority (Round 2)	Locality	Assisting actor	Registration	Damage assessment	Hazard assessment	Focus group interview
1.4	<p>Population size class Population to include: All those present in the locality Show data as: 0; less than 200; 200-999; 1,000-9,999; 10,000 – 19,999; 20,000 – 49,999; or 50,000 or more Note: Depending on the date of the latest census and on any population transfers due to the disaster, this data may be more accurate than total population. In case of discrepancy, do not automatically discard this data.</p>				■	■	■					
1.5	<p>Point of contact Show data as: Name; Contact information: and details for one-to-one communication, amateur radio, Internet, telephone – mainline, telephone – mobile cellular, telephone – satellite, two-way radio (UHF/VHF), other (specify); Type of group: civil society, local media; international media; business sector, local government, national government, national assisting actor, international assisting actor; Group name (if any); Languages spoken from the following list or other (specify, including dialects) Albanian; Arabic; Aymara; Bengali; Chinese; Croatian; Dutch; English; French; German; Greek; Guarani; Haitian Creole; Hindi; Hungarian; Italian; Korean; Malay; Nepali; Persian; Portuguese; Quechua; Romanian; Russian; Serbian; Sotho; Spanish; Swahili; Swati; Swedish; Tamil; Tswana; Turkish; Urdu</p>	■	■	■	■	■	■	■	■	■	■	■
1.6	<p>Date(s) when data was collected or observed Show data as: Year – Month – Day (yyyy-mm-dd)</p>	■	■	■	■	■	■	■	■	■	■	

	Estimated timeframe	Within the first few days				Within the first month and within the first two weeks if possible			As soon as possible after earlier data collection			
Rationale and series	Data elements / Sources	WWW	Affected State	Census authority (Round 1)	First-hand observer	Census authority (Round 2)	Locality	Assisting actor	Registration	Damage assessment	Hazard assessment	Focus group interview
1.7	Date when form was completed Show data as: Year – Month – Day (yyyy-mm-dd)	■	■	■	■	■	■	■	■	■	■	
2. Baseline data: to provide context for the needs assessment												
2.1	Pre-disaster population Show data as: Female; male; total broken down into the following age groups: under 1 year, 1-4 years, 5 – 14 years, 15 – 59 years, 60 years and over					■						
2.2	Pre-disaster households Show data as: Number					■						
2.3	Pre-disaster types of living quarters and roofless numbers Show data as: Number broken down into conventional dwellings, other housing units, collective living quarters, and roofless					■						

	Estimated timeframe	Within the first few days			Within the first month and within the first two weeks if possible	As soon as possible after earlier data collection						
Rationale and series	Data elements / Sources	WWW	Affected State	Census authority (Round 1)	First-hand observer	Census authority (Round 2)	Locality	Assisting actor	Registration	Damage assessment	Hazard assessment	Focus group interview
2.4	<p>Pre-disaster housing unit types and construction material of outer walls</p> <p>Show data as: Total number of housing units broken down into the following: conventional dwellings and numbers by material of outer walls (brick, concrete, local vegetation material, wood and other); semi-permanent dwellings (as per conventional dwellings); mobile housing units (as per conventional dwellings); improvised (as per conventional dwellings); permanent but not intended for habitation (as per conventional dwellings); other (as per conventional dwellings).</p> <p>Note: The data is a dual point of reference. On its own, it can provide an initial indication of culturally acceptable building materials and appropriate goods and supplies to build, maintain or repair shelter. When read in conjunction with some hazard data (e.g. windspeed, earthquake magnitude and distance from epicentre), it can provide a preliminary indication of damage to housing units.</p>					■						
2.5	<p>Pre-disaster housing units – general type of building</p> <p>Show data as: Single housing unit – one floor; single housing unit – two floors; multiple housing units – up to 2 floors; multiple housing units three or more floors; other</p>						■	■				
2.6	<p>Pre-disaster households in housing units – tenure of household</p> <p>Show data as: Number of households that own a housing unit, number of households that rent all or part of a housing unit</p>					■						

	Estimated timeframe	Within the first few days				Within the first month and within the first two weeks if possible			As soon as possible after earlier data collection			
Rationale and series	Data elements / Sources	WWW	Affected State	Census authority (Round 1)	First-hand observer	Census authority (Round 2)	Locality	Assisting actor	Registration	Damage assessment	Hazard assessment	Focus group interview
2.7	<p>Pre-disaster cooking fuel</p> <p>Show data as: Number of housing units and type of fuel used by each: gas, electricity, liquefied petroleum gas (LPG), kerosene/paraffin (petroleum-based), oil (including vegetable oil), coal, firewood, charcoal, animal dung, crop residue, other</p>					■						
2.8	<p>Pre-disaster foreign-born population</p> <p>Countries to include: Up to three countries based on those with the highest numbers</p> <p>Show data as: Country of birth, number of individuals</p>					■						
2.9	<p>Pre-disaster social ties with other localities</p> <p>Localities to include: Those within the affected State or a neighbouring State with which the population has common social ties such as markets, employers, marriages, migration. This does not include remittances.</p> <p>Show data as: Name of major civil division, minor civil division, locality</p> <p>Note: The data is a dual point of reference. Any localities listed indicate potential for transitional settlement options. When no localities are listed, this indicates potential vulnerability due to isolation which may occur for a number of reasons (e.g. geographic, cultural or economic).</p>						■					

	Estimated timeframe	Within the first few days			Within the first month and within the first two weeks if possible	As soon as possible after earlier data collection						
Rationale and series	Data elements / Sources	WWW	Affected State	Census authority (Round 1)	First-hand observer	Census authority (Round 2)	Locality	Assisting actor	Registration	Damage assessment	Hazard assessment	Focus group interview
2.10	<p>Pre-disaster economic activity (employment) Industries to include: Those with the highest level of active employment/participation from the following list¹:</p> <ul style="list-style-type: none"> • Agriculture, hunting and forestry • Fishing • Mining and quarrying • Manufacturing • Electricity, gas and water supply • Construction • Wholesale and retail trade; repair of motor vehicles, motorcycles and personal and household goods • Hotels and restaurants • Transport, storage and communications • Financial intermediation • Real estate, renting and business activities • Public administration and defence; compulsory social security • Education • Health and social work • Other community, social and personal service activities • Activities of private households as employers and undifferentiated production activities of private households • Extra-territorial organizations and bodies <p>Show data as: Female, male - up to five industries with the highest level of active employment/participation.</p> <p>Note: The assumption is that transitional settlement options should provide access to livelihood support activities whenever possible.</p>					■						

¹Industries as per International Standard Industrial Classification of All Economic Activities ISIC Rev. 3.1 (Updated: 21.02.2002)

	Estimated timeframe	Within the first few days				Within the first month and within the first two weeks if possible			As soon as possible after earlier data collection			
Rationale and series	Data elements / Sources	WWW	Affected State	Census authority (Round 1)	First-hand observer	Census authority (Round 2)	Locality	Assisting actor	Registration	Damage assessment	Hazard assessment	Focus group interview
2.11	Protection against eviction Protection to include: Protection against eviction included in the constitution or national law Show data as: Yes or no		■									
2.12	Land restitution mechanism Protection to include: Mechanism supported by law and valid for emergency situations. Show data as: Yes or no		■									
2.13	Land compensation mechanism Mechanism to include: Mechanism supported by law and valid for emergency events. Show data as: Yes or no		■									
2.14	Land tenure system Show data as: Formal tenure regime, customary tenure system, or informal land tenure system		■				■					
2.15	Impediments to women inheriting land and housing Show data as: Yes or no		■				■					■
2.16	Impediments to women owning land Show data as: Yes or no		■				■					■
2.17	Impediments to women taking mortgages in their own name Show data as: Yes or no		■				■					■

	Estimated timeframe	Within the first few days				Within the first month and within the first two weeks if possible			As soon as possible after earlier data collection			
Rationale and series	Data elements / Sources	WWW	Affected State	Census authority (Round 1)	First-hand observer	Census authority (Round 2)	Locality	Assisting actor	Registration	Damage assessment	Hazard assessment	Focus group interview

3. To assess needs for the following outcome: Distance or protection from security threats, disease, or other natural and safety hazards

3.1	<p>Threats to shelter Threats to include: Threats that are imminent and expected to have the potential to damage shelter Show data as: Yes or no and applicable hazards from the following list</p> <ul style="list-style-type: none"> • air pollution • animal disease outbreak • armed conflict • avalanche • blizzard • cold wave • cyclone/hurricane/typhoon • drought • earthquake • energy system outage • explosion • fire • flood • hailstorm • heat wave • heavy rain • ice storm • insect infestation • landslide • loss of structural integrity • pandemic • plant disease outbreak • population transfer 	■			■		■					
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	Estimated timeframe	Within the first few days				Within the first month and within the first two weeks if possible			As soon as possible after earlier data collection			
Rationale and series	Data elements / Sources	WWW	Affected State	Census authority (Round 1)	First-hand observer	Census authority (Round 2)	Locality	Assisting actor	Registration	Damage assessment	Hazard assessment	Focus group interview
	<ul style="list-style-type: none"> • pyroclastic flow • sandstorm • snowstorm • storm surge • subsidence • telecommunication system outage • tornado • transportation system outage • tsunami • utility system outage • vandalism • volcanic eruption • water pollution • wildfire • windstorm <p>Note: 'Imminent' includes threats of a seasonal nature.</p>											
3.2	<p>Threats to local populations</p> <p>Threats to include: Threats that are imminent and expected to have the potential to injure people or negatively affect freedom of movement in/out of the locality</p> <p>Show data as: Yes or no and applicable hazards from the following list</p> <p>- See series 3.1 for list</p> <p>Note: 'Imminent' includes threats of a seasonal nature.</p>	■			■	■						
3.3	<p>Official evacuation order</p> <p>Orders to include: An official order encompassing all or part of the locality</p> <p>Show data as: Yes or no</p>					■						

	Estimated timeframe	Within the first few days				Within the first month and within the first two weeks if possible			As soon as possible after earlier data collection			
Rationale and series	Data elements / Sources	WWW	Affected State	Census authority (Round 1)	First-hand observer	Census authority (Round 2)	Locality	Assisting actor	Registration	Damage assessment	Hazard assessment	Focus group interview
3.4	<p>Need for distance or protection from threats There are needs when: Some people are present in the locality, the general resource situation in series 4.4 or 9.3 is described as 'none' or 'some', and shelter or the local population are under threat.</p> <p>Show data as: Yes or no</p>						■					
4. To assess needs for the following outcome: Shelter												
4.1	<p>Roofless status as a general condition</p> <p>Show data as: Yes or no</p>	■										
4.2	<p>Roofless status and shelter Show data as: Roofless status and the following shelter types ranked in order of prevalence from 1 up to 7 with 1 being the most prevalent: roofless, emergency shelter; transitional shelter, buildings not intended for living quarters, living quarters – damaged, living quarters – not damaged, other (specify)</p>				■		■					
4.3	<p>Resources for emergency and transitional shelter – general situation</p> <p>Show data as: None, some, or considerable</p>						■					
4.4	<p>Need for emergency and transitional shelter There are needs when: some people are present in the locality, the general resource situation in series 4.3 is described as 'none' or 'some' and some people are roofless, or people live in shelter other than living quarters – not damaged.</p> <p>Show data as: Yes or no</p>						■					

	Estimated timeframe	Within the first few days			Within the first month and within the first two weeks if possible			As soon as possible after earlier data collection				
Rationale and series	Data elements / Sources	WWW	Affected State	Census authority (Round 1)	First-hand observer	Census authority (Round 2)	Locality	Assisting actor	Registration	Damage assessment	Hazard assessment	Focus group interview
5. To assess needs for the following outcome: Basic goods and supplies to provide thermal comfort												
5.1	<p>Persons with appropriate clothing and bedding materials</p> <p>Show data as: Yes or no</p> <p>Note: Addresses need for dignity as well as safety and well-being in view of the threats on the local populations. Bedding materials include: a combination of blankets, bedding and sleeping mats to provide thermal comfort, and mosquito nets, where appropriate.</p>				■							
5.2	<p>Clothing and bedding materials – general situation</p> <p>Show data as: None, some, or considerable</p>						■					
5.3	<p>Need for clothing and bedding material</p> <p>There are needs when: Some people are present in the locality and the general situation in series 5.2 is described as ‘none’ or ‘some’</p> <p>Show data as: Yes or no</p>						■					
6. To assess needs for the following outcome: Basic goods and supplies to meet personal hygiene needs												
6.1	<p>People with basic goods and supplies for personal hygiene</p> <p>Show data as: Yes or no</p> <p>Note: Basic goods and supplies to meet personal hygiene needs include: bathing soap, laundry soap, sanitary materials for menstruation and washable nappies or diapers.</p>				■							
6.2	<p>Basic goods and supplies for personal hygiene – general situation</p> <p>Show data as: None, some, or considerable</p>						■					

	Estimated timeframe	Within the first few days				Within the first month and within the first two weeks if possible			As soon as possible after earlier data collection			
Rationale and series	Data elements / Sources	WWW	Affected State	Census authority (Round 1)	First-hand observer	Census authority (Round 2)	Locality	Assisting actor	Registration	Damage assessment	Hazard assessment	Focus group interview
6.3	<p>Need for basic goods and supplies for personal hygiene</p> <p>There are needs when: Some people are present in the locality and the general resource situation in series 6.2 is described as 'none' or 'some'</p> <p>Show data as: Yes, or no</p>						■					
7. To assess needs for the following outcome: Basic goods and supplies to prepare and eat food												
7.1	<p>Households/kitchens with basic goods and supplies to prepare and eat food</p> <p>Show data as: Yes or no</p> <p>Note: Basic goods and supplies to prepare and eat food include: water collection vessels, cooking and eating utensils as well as stoves, fuel and lighting.</p>				■							
7.2	<p>Basic goods and supplies to prepare food – general situation</p> <p>Show data as: None, some, or considerable</p>						■					
7.3	<p>Need for basic goods and supplies to prepare and eat food</p> <p>There are needs when: Some people are present in the locality and the general resource situation in series 7.2 is described as 'none' or 'some'</p> <p>Show data as: Yes, or no</p>						■					
7.4	<p>Cooking and food preparation – general manner</p> <p>Show data as: Communal kitchen(s), individual households, combination of both arrangements, or other</p>						■	■				

	Estimated timeframe	Within the first few days				Within the first month and within the first two weeks if possible		As soon as possible after earlier data collection				
Rationale and series	Data elements / Sources	WWW	Affected State	Census authority (Round 1)	First-hand observer	Census authority (Round 2)	Locality	Assisting actor	Registration	Damage assessment	Hazard assessment	Focus group interview
7.5	<p>Cooking and food preparation fuel – general use Show data as: Gas, electricity, liquefied petroleum gas (LPG), kerosene/paraffin (petroleum-based), oil (including vegetable oil), coal, firewood, charcoal, animal dung, crop residue, or other (specify)</p> <p>Note: Depending on disaster impact, this data may be more accurate than census data.</p>						■	■				
8. To assess needs for the following outcome: Basic goods and supplies to build, maintain or repair shelters												
8.1	<p>Households with basic goods and supplies to build, maintain or repair shelter Show data as: Yes or no</p> <p>Note: Basic goods and supplies to build, maintain or repair shelter include: typical tool sets (e.g. hammer or mallet, an axe or machete, a spade or shovel), basic construction materials and fasteners.</p>				■							
8.2	<p>Basic goods and supplies to build, maintain or repair shelter – general situation Show data as: None; some; considerable</p>						■					
8.3	<p>Need for basic goods and supplies to build, maintain or repair shelter There are needs when: Some people are present in the locality and the general resource situation in series 8.2 is described as 'none' or 'some'</p> <p>Show data as: Yes or no</p>						■					
8.4	<p>Construction resources salvaged and stored Stored means: Protected from theft and the weather.</p> <p>Show data as: Yes or no</p>						■	■				

	Estimated timeframe	Within the first few days				Within the first month and within the first two weeks if possible			As soon as possible after earlier data collection			
Rationale and series	Data elements / Sources	WWW	Affected State	Census authority (Round 1)	First-hand observer	Census authority (Round 2)	Locality	Assisting actor	Registration	Damage assessment	Hazard assessment	Focus group interview
9. To assess needs for the following outcome: Freedom of movement in/out of the locality												
9.1	Restrictions to travel to/from the locality Show data as: Type of restriction (authorization required, curfew, roadblocks/checkpoints, or other (specify)) and period of restriction (year round, specific months, days, hours or dates); and to whom the restrictions apply				■		■	■				■
9.2	Threats affecting travel to/from the locality Threats to include: Threats to travellers and threats that may cause delays or interruptions Show data as: Type of restriction (armed conflict, kidnapping, mass gathering, landslide, robbery, transportation system outage, or other (specify)) and period of limitation (year round, specific months, days, hours or dates)				■		■	■				■
9.3	Needs in terms of freedom of movement in / out of settlements There are needs when: There are restrictions for travel or threats affecting travel for prolonged periods (more than hours or days) and/or there are restrictions for a particular group of persons instead of the general public. Show data as: Yes, or no						■					

	Estimated timeframe	Within the first few days			Within the first month and within the first two weeks if possible			As soon as possible after earlier data collection				
Rationale and series	Data elements / Sources	WWW	Affected State	Census authority (Round 1)	First-hand observer	Census authority (Round 2)	Locality	Assisting actor	Registration	Damage assessment	Hazard assessment	Focus group interview

10. To assess needs for the following outcome: Return to country / settlement of origin where possible or dispersed settlements

10.1	<p>Population description Show data as: Total fatalities; pre-disaster population (no displacement or population transfers from other localities); total displacement (nobody left); pre-disaster population plus displaced persons from other localities (e.g. host families, urban and rural self-settlement); or only displaced persons from other localities (e.g. self-settled and planned camps)</p>	■			■	■						
10.2	<p>Transitional settlement options – general situation Show data as: None, some, or considerable</p>						■					
10.3	<p>Needs for transitional settlement There are needs when: The general resource situation in series 10.2 is described as ‘none’ or ‘some’ and the population is described in series 10.1 as total displacement; pre-disaster population plus displaced persons from other localities; or only displaced persons from other localities Show data as: Yes or no</p>						■					

11. To assess needs for the following outcome: Access to information about shelter and settlement outcomes

11.1	<p>Preferred means for two-way communication about shelter and settlement outcomes Show data as: Verbally, in writing, either method for each of the following: business sector, female heads of households, general public, persons with disabilities, refugees, single parents, unaccompanied children, unaccompanied elders</p>						■					■
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	Estimated timeframe	Within the first few days				Within the first month and within the first two weeks if possible			As soon as possible after earlier data collection			
Rationale and series	Data elements / Sources	WWW	Affected State	Census authority (Round 1)	First-hand observer	Census authority (Round 2)	Locality	Assisting actor	Registration	Damage assessment	Hazard assessment	Focus group interview
11.2	<p>Preferred places for two-way communication about shelter and settlement outcomes</p> <p>Places to include: As per the following: living quarters, healthcare facility, marketplace, media – radio, media - television, media – newspaper, place of employment, public gathering place, religious gathering place, school, other;</p> <p>Show data as: Places specified for each of the following: business sector, female heads of households, general public, persons with disabilities, refugees, single parents, unaccompanied children, unaccompanied elders</p>						■					■
<p>12. To assess needs for the following outcome: Attention to the needs of those most frequently, though not consistently at risk from disasters</p>												
12.1	<p>Population intending to settle in the locality – groups for special assistance</p> <p>Population to include: People with disabilities, refugees, single parents, unaccompanied children, unaccompanied elders</p> <p>Show data as: Number in of individuals in each group.</p> <p>Note: There may be overlaps across groups.</p> <p>Note: This is a dual point of reference. The data indicates where some people may require special assistance to secure housing rights. A 'nil' report for any of the groups may also indicate bias in the registration.</p>								■			

	Estimated timeframe	Within the first few days			Within the first month and within the first two weeks if possible			As soon as possible after earlier data collection				
Rationale and series	Data elements / Sources	WWW	Affected State	Census authority (Round 1)	First-hand observer	Census authority (Round 2)	Locality	Assisting actor	Registration	Damage assessment	Hazard assessment	Focus group interview
12.2	<p>Population intending to settle in the locality – heads of households</p> <p>Show data as: Total and number of females and males under 18 years, 18 years or over.</p> <p>Note: The household head total also indicates the total number of households stating their intention, at the time of registration, to remain in, return, or relocate to, the locality.</p>								■			
<p>13. To assess needs for the following outcome: Strategic planning covering land use, tenure, livelihoods and local infrastructure in addition to shelter options</p>												
13.1	<p>Population intending to settle in the locality</p> <p>Population to include: Population stating their intention, at time of registration, to remain in, return to, or relocate to the locality.</p> <p>Show data as: Female; male; total according to the following age groups: under 1 year, 1-4 years, 5 – 14 years, 15 – 59 years, 60 years and over</p>								■			
13.2	<p>Population intending to settle in the locality – reasons</p> <p>Reasons to include: Reasons stated by heads of households at the time of registration from the following list: shelter; access to livelihood support activities; protection; return to country/settlement of origin; access to water and sanitation services and social facilities; based on freedom of movement; based on land and property ownership and/or user rights; based on information about shelter and settlement options; social reasons (e.g. access to family); other</p> <p>Show data as: Reasons identified</p>								■			

	Estimated timeframe	Within the first few days				Within the first month and within the first two weeks if possible			As soon as possible after earlier data collection			
Rationale and series	Data elements / Sources	WWW	Affected State	Census authority (Round 1)	First-hand observer	Census authority (Round 2)	Locality	Assisting actor	Registration	Damage assessment	Hazard assessment	Focus group interview
13.3	<p>Population intending to settle in the locality – proof of personal identity and occupancy/user rights</p> <p>Proof to include: Personal identity documents and occupancy and/or user rights documents (e.g., lease, certificate of ownership) which the head of the household has in his/her possession at the time of registration and which apply for the locality where the head intends to settle.</p> <p>Show data as: Number of households for each of the following: both types of documents; personal identity documents only; occupancy/user rights documents only; without any documents</p>								■			
13.4	<p>Population intending to settle in the locality – annual household income</p> <p>Show data as: Female headed households, number in each level from the following list: To be inserted based on national currency. Male headed households (as for female headed households)</p>								■			
13.5	<p>Population intending to settle in the locality – current or usual economic activity (employment)</p> <p>Population to include: Persons 18 – 60 years of age included in the above population</p> <p>Economic activities to include: As per the following list.</p> <p>- See list at series 2.10.</p> <p>Show data as: Activities identified</p>								■			

	Estimated timeframe	Within the first few days				Within the first month and within the first two weeks if possible			As soon as possible after earlier data collection			
Rationale and series	Data elements / Sources	WWW	Affected State	Census authority (Round 1)	First-hand observer	Census authority (Round 2)	Locality	Assisting actor	Registration	Damage assessment	Hazard assessment	Focus group interview
13.6	<p>Population intending to settle in the locality – principal languages spoken</p> <p>Languages to include: Principal languages spoken in living quarters from the following list: Albanian; Arabic; Aymara; Bengali; Chinese; Croatian; Dutch; English; French; German; Greek; Guarani; Haitian Creole; Hindi; Hungarian; Italian; Korean; Malay; Nepali; Persian; Portuguese; Quechua; Romanian; Russian; Serbian; Sotho; Spanish; Swahili; Swati; Swedish; Tamil; Tswana; Turkish; Urdu; other</p> <p>Show data as: Languages identified</p>								■			
13.7	<p>Damage to living quarters</p> <p>Living quarters to include: All living quarters in locality</p> <p>Show data as: Housing units, by building containing a single housing unit – one floor; single housing unit – two floors; multiple housing units – up to 2 floors; multiple housing units – 3 or more floors; and number in each damage category LQ0 ...LQ4; Collective living quarters, by one floor, two floors, three or more floors and number in each damage category LQ0 ...LQ4</p>									■		
13.8	<p>Damage to living quarters by construction material of outer walls</p> <p>Show data as: Housing units, construction material of outer walls – brick, concrete, local vegetation material, wood, other and number in each damage category LQ0...LQ4; or blank; Collective living quarters (as per housing units)</p>									■		

	Estimated timeframe	Within the first few days				Within the first month and within the first two weeks if possible			As soon as possible after earlier data collection			
Rationale and series	Data elements / Sources	WWW	Affected State	Census authority (Round 1)	First-hand observer	Census authority (Round 2)	Locality	Assisting actor	Registration	Damage assessment	Hazard assessment	Focus group interview
13.9	<p>Damage to land Land to include: All parcels of land where there were living quarters prior to the disaster and land available for development. In this context, the ratio of parcels to buildings is understood as 1:1.</p> <p>Show data as: Total and number of parcels in each damage category L0 ... L4</p>									■		
13.10	<p>Building code Show data as: Yes or no</p>		■				■					
13.11	<p>Land-use planning Show data as: Yes or no</p>		■				■					
13.12	<p>Construction material and equipment availability Local vegetation material to include: That which can be harvested without damaging or straining the natural environment</p> <p>Show data as: brick, concrete, local vegetation material, wood, hardware, tools , heavy equipment and resource level for each: none, some, or considerable</p>						■	■				■
13.13	<p>Construction labour and professionals – resources Show data as: Community labour, contracted labour, architects, carpenters, civil engineers, electrical engineers, electricians, land surveyors, plumbers, welders, and respective availability level: none, some, or considerable</p> <p>See also: Population expecting to remain, return or relocate to the locality, split by current or usual economic activity (employment)</p>						■	■				■

	Estimated timeframe	Within the first few days				Within the first month and within the first two weeks if possible			As soon as possible after earlier data collection			
Rationale and series	Data elements / Sources	WWW	Affected State	Census authority (Round 1)	First-hand observer	Census authority (Round 2)	Locality	Assisting actor	Registration	Damage assessment	Hazard assessment	Focus group interview
13.14	Existing land records Records to include: Records that have survived the disaster and are held by a formal institution. Show data as: Yes or no		■				■					
13.15	Industries, demand for staff/labour Show data as: Yes or no for the main industries in the following list. - See series 2.10 for list											■
13.16	General requirement for social facilities Show data as: Repair, upgrade, install, or expand						■					■
13.17	General requirement for drinking water source Show data as: Repair, upgrade, install, or expand						■					■
13.18	General requirement for water-distribution system Show data as: Repair, upgrade, install, or expand						■					■
13.19	General requirement for sanitation service Show data as: Repair, upgrade, install, or expand						■					■
13.20	General requirement for electricity grid Show data as: Repair, upgrade, install, or expand						■					■
13.21	General requirement for public transportation Show data as: Repair, upgrade, install, or expand						■					■
13.22	General requirement for roads Show data as: Repair, upgrade, install, or expand						■					■

	Estimated timeframe	Within the first few days			Within the first month and within the first two weeks if possible			As soon as possible after earlier data collection				
Rationale and series	Data elements / Sources	WWW	Affected State	Census authority (Round 1)	First-hand observer	Census authority (Round 2)	Locality	Assisting actor	Registration	Damage assessment	Hazard assessment	Focus group interview

14. To assess needs for the following outcome: Disaster risk reduction

14.1	<p>Local hazards</p> <p>Hazards to include: Hazards from the list which pose a threat severe enough to have significant potential for a disaster in view of the local context, assets and countermeasures.</p> <p>- See series 3.1 for list</p> <p>Show data as: Hazards by degree of likelihood shown as: common, frequent, occasional, seldom, rare, or not applicable.</p>											
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WWW QUESTION AND ANSWER FORM

- The questions and answers apply only for localities where people and/or housing have been affected by the disaster.
- Time is of the essence. Please provide answers as immediately available. Additions and corrections can be made later.
- Do not use the shaded area.
- Please enter answers in the space provided at the right side of the page. If a list of possible answers is provided, enter the correct response or numbers from the list.

Who is the point of contact for the answers provided in this form?

1.5	Name	
	Contact information	In person (location)
		By amateur radio
		By Internet
		By telephone
		By mobile cellular
		By satellite telephone
		By two-way radio
		Other (specify)
	Type of group?	See note below
	Group name	If any
	Languages spoken	See note below

- Groups: civil society, local media, international media, business sector, local government, national government, national assisting actor, international assisting actor
- Languages: Albanian; Arabic; Aymara; Bengali; Chinese; Croatian; Dutch; English; French; German; Greek; Guarani; Haitian Creole; Hindi; Hungarian; Italian; Korean; Malay; Nepali; Persian; Portuguese; Quechua; Romanian; Russian; Serbian; Sotho; Spanish; Swahili; Swati; Swedish; Tamil; Tswana; Turkish; Urdu; or other (specify, including dialect)

What is the timeframe for the answers?

1.6	Date(s) when the data was collected or observed	yyyy-mm-dd
1.7	Date when this form was filled in	yyyy-mm-dd

Suggested sources	Web page	URL
Office for the Coordination of Humanitarian Affairs and European Commission Joint Research Centre	GDACS – Current Disaster Events	http://www.gdacs.org/index.asp
United Nations Office for the Coordination of Humanitarian Affairs	ReliefWeb – Countries and Emergencies	http://www.reliefweb.int/rw/dbc.nsf/doc103?OpenForm
World Health Organization	World Health Organization - Countries	http://www.who.int/countries/en/
Asian Disaster Reduction Centre	GLIDENumber – GLIDE Search	http://www.glidenumbers.net/glide/public/search/search.jsp

- Please answer the following for each potentially affected locality, even if only limited data is available.

To which locality do the rest of the answers apply?

1.1	Major civil division
	Minor civil division
	Locality
	P-Code

What is the situation in the locality in terms of shelter and settlement?

1.2	Do reports suggest that the population or housing in the above locality is affected by the disaster?	Yes or No
3.1	Are there reports of hazards that are imminent and expected to damage shelter in the locality?	Yes or No

	<p>If yes, which hazards?</p> <ol style="list-style-type: none"> 1. air pollution 2. animal disease outbreak 3. armed conflict 4. avalanche 5. blizzard 6. cold wave 7. cyclone/hurricane 8. drought 9. earthquake 10. energy system outage 11. explosion 12. fire 13. flood 14. hailstorm 15. heat wave 16. heavy rain 17. ice storm 18. insect infestation 19. landslide 	<ol style="list-style-type: none"> 20. loss of structural integrity 21. pandemic 22. plant disease outbreak 23. population transfer 24. pyroclastic flow 25. sandstorm 26. snowstorm 27. storm surge 28. subsidence 29. telecommunication system outage 30. tornado 31. transportation system outage 32. tsunami 33. utility system outage 34. vandalism 35. volcanic eruption 36. water pollution 37. wildfire 38. windstorm
3.2	<p>Are there reports of other hazards that are also imminent, but are a greater threat to local people or freedom of movement in/out of the locality than to shelter?</p>	Yes or No
	<p>If yes, which hazards?</p>	See list above
10.1	<p>How do reports describe the population in the locality?</p>	<ol style="list-style-type: none"> 1. Total fatalities 2. Pre-disaster population (no displacement or population transfers from other localities) 3. Total displacement (nobody left) 4. Pre-disaster population plus displaced persons from other localities (e.g., host families, urban and rural self-settlement) 5. Only displaced persons from other localities (e.g. self-settled and planned camps)
	<p>Answer the final question only if the answer above was option 2, 3, 4 or 5.</p>	
4.1	<p>Do reports suggest that most of the population is without shelter? In other words, roofless?</p>	Yes or No

AFFECTED STATE

QUESTION AND ANSWER FORM

- The questions and answers apply only for States where citizens and/or housing have been affected by the disaster.
- Time is of the essence. Please provide answers as immediately available. Additions and corrections can be made later.
- Do not use the shaded area
- Please enter answers in the spaces provided. If a list of possible answers is provided, enter the correct response or numbers from the list. Leave the space blank wherever information is not available or unknown. Add additional pages if necessary.

Who is the point of contact for the answers provided in this form?

1.5	Name	
	Contact information	In person (location)
		By amateur radio
		By Internet
		By telephone
		By mobile cellular
		By satellite telephone
		By two-way radio
		Other (specify)
	Type of group?	See note below
	Group name	If any
	Languages spoken	See note below

- Groups: civil society, local media, international media, business sector, local government, national government, national assisting actor, international assisting actor
- Languages: Albanian; Arabic; Aymara; Bengali; Chinese; Croatian; Dutch; English; French; German; Greek; Guarani; Haitian Creole; Hindi; Hungarian; Italian; Korean; Malay; Nepali; Persian; Portuguese; Quechua; Romanian; Russian; Serbian; Sotho; Spanish; Swahili; Swati; Swedish; Tamil; Tswana; Turkish; Urdu; or other (specify, including dialect)

What is the timeframe for the answers?

1.6	Date(s) when the data was collected or observed	yyyy-mm-dd
1.7	Date when this form was filled in	yyyy-mm-dd

- A potentially affected locality means a city, town or village where, based on reports, either the population or the housing is affected by the disaster. This includes settlements that are hosts to displaced populations.

What is the context for shelter and settlement response and recovery?

2.11	Does the constitution or national law include protection against eviction?	Yes or no
2.12	Is there a land restitution mechanism in State law that applies for an emergency event like this?	Yes or no
2.13	Is there a land compensation mechanism in State law that applies for an emergency event like this?	Yes or no
2.15	Are there any impediments to women inheriting land and housing?	Yes or no
2.16	Are there any impediments to women owning land?	Yes or no
13.10	Is there a national building code?	Yes or No
13.11	Do localities follow land-use planning processes?	Yes or No
13.14	Have land records for the localities survived the disaster impact?	Yes or No
2.14	What is the land tenure system for the localities?	1. Formal tenure regime 2. Customary tenure regime 3. Informal land tenure system See note below

- Formal tenure regime means where State legislation and institutions govern land and natural resource rights within state boundaries. Customary tenure regime means a set of rules that have been adopted through custom and that define the rights of access by the people of a specific social group to their particular natural resources. It is also the form of social endorsement of such rules. Informal land tenure system means neither formal nor customary legal frameworks are effective or appropriate; this system may have its own rules, authorities and institutions. Its lack of legitimacy makes it an insecure land tenure system.

CENSUS AUTHORITY

QUESTION AND ANSWER FORM (ROUND 1)

- Time is of the essence. Please provide answers as immediately available. Additions and corrections can be made later.
- Do not use the shaded area.
- Please enter answers in the space provided at the right side of the page. If a list of possible answers is provided, enter the correct response or numbers from the list.

Who is the point of contact for the answers provided in this form?

1.5	Name	
	Contact information	In person (location)
		By amateur radio
		By Internet
		By telephone
		By mobile cellular
		By satellite telephone
		By two-way radio
		Other (specify)
	Type of group?	See note below
	Group name	If any
	Languages spoken	See note below

- Groups: civil society, local media, international media, business sector, local government, national government, national assisting actor, international assisting actor
- Languages: Albanian; Arabic; Aymara; Bengali; Chinese; Croatian; Dutch; English; French; German; Greek; Guarani; Haitian Creole; Hindi; Hungarian; Italian; Korean; Malay; Nepali; Persian; Portuguese; Quechua; Romanian; Russian; Serbian; Sotho; Spanish; Swahili; Swati; Swedish; Tamil; Tswana; Turkish; Urdu; or other (specify, including dialect)

What is the timeframe for the answers?

1.6	Date(s) when the data was collected or observed	yyyy-mm-dd
1.7	Date when this form was filled in	yyyy-mm-dd

- Potentially affected localities include all localities in a major civil division where any locality faces a threat severe enough to have significant potential for a disaster. This initial broad geographic scope is based on the potential for disaster impact to spread through population transfer.
- Please complete the following table based on census data when requested.

FIRST-HAND OBSERVER

QUESTION AND ANSWER FORM

- The questions and answers apply only for localities where the people and/or the housing have been affected by the disaster.
- Time is of the essence. Please provide answers as immediately available. Additions and corrections can be made later.
- Do not use the shaded area.
- Please enter answers in the space provided at the right side of the page. If a list of possible answers is provided, enter the correct response or numbers from the list

Who is the point of contact for the answers provided in this form?

1.5	Name	
	Contact information	In person (location)
		By amateur radio
		By Internet
		By telephone
		By mobile cellular
		By satellite telephone
		By two-way radio
		Other (specify)
	Type of group?	See note below
	Group name	If any
	Languages spoken	See note below

- Groups: civil society, local media, international media, business sector, local government, national government, national assisting actor, international assisting actor
- Languages: Albanian; Arabic; Aymara; Bengali; Chinese; Croatian; Dutch; English; French; German; Greek; Guarani; Haitian Creole; Hindi; Hungarian; Italian; Korean; Malay; Nepali; Persian; Portuguese; Quechua; Romanian; Russian; Serbian; Sotho; Spanish; Swahili; Swati; Swedish; Tamil; Tswana; Turkish; Urdu; or other (specify, including dialect)

- Please complete the following pages two (2) pages for each affected locality, even if only very limited data is available.
- Leave the space blank wherever information is not available or unknown.

To which locality do the rest of the answers apply?

1.1	Major civil division
	Minor civil division
	Locality
	P-Code

What is the timeframe for the answers?

1.6	Date(s) when the data was collected or observed	yyyy-mm-dd
1.7	Date when this form was filled in	yyyy-mm-dd

What is the shelter and settlement situation in the locality?

1.3	The population and/or the housing of the above locality is affected by the disaster?	Yes or No
1.4	Approximately how many persons are there in the locality?	<ol style="list-style-type: none"> 1. Zero 2. Less than 200 3. Between 200 and 999 4. Between 1,000 and 9,999 5. Between 10,000 and 19,999 6. Between 20,000 and 49,999 7. 50,000 or more
10.1	How would you describe the population in the locality at present?	<ol style="list-style-type: none"> 1. Total fatalities 2. Pre-disaster population (no displacement or population transfers from other localities) 3. Total displacement (nobody left) 4. Pre-disaster population plus displaced persons from other localities (e.g., host families, urban and rural self-settlement) 5. Only displaced persons from other localities (e.g. self-settled and planned camps)
3.1	Are there reports of hazards that are imminent and expected to damage shelter in the locality?	Yes or No

	<p>If yes, which hazards?</p> <ol style="list-style-type: none"> 1. air pollution 2. animal disease outbreak 3. armed conflict 4. avalanche 5. blizzard 6. cold wave 7. cyclone/hurricane 8. drought 9. earthquake 10. energy system outage 11. explosion 12. fire 13. flood 	<ol style="list-style-type: none"> 14. hailstorm 15. heat wave 16. heavy rain 17. ice storm 18. insect infestation 19. landslide 20. loss of structural integrity 21. pandemic 22. plant disease outbreak 23. population transfer 24. pyroclastic flow 25. sandstorm 26. snowstorm 	<ol style="list-style-type: none"> 27. storm surge 28. subsidence 29. telecommunication system outage 30. tornado 31. transportation system outage 32. tsunami 33. utility system outage 34. vandalism 35. volcanic eruption 36. water pollution 37. wildfire 38. windstorm
3.2	<p>Are there reports of other hazards that are also imminent, but are a greater threat to local people or freedom of movement in/out of the locality than to shelter?</p>	<p>Yes or No</p>	
	<p>If yes, which hazards?</p>	<p>See list above</p>	
9.1	<p>What restrictions are there to travel to/from the locality?</p>	<ol style="list-style-type: none"> 1. Authorization required 2. Curfew 	<ol style="list-style-type: none"> 3. Roadblocks / checkpoints 4. Other (specify)
	<p>If there are restrictions, when do they apply?</p>	<ol style="list-style-type: none"> 1. Year round 2. Months (specify) 3. Days (specify) 	<ol style="list-style-type: none"> 4. Hours (specify) 5. Dates (specify)
	<p>If there are restrictions, to whom do they apply?</p>	<ol style="list-style-type: none"> 1. All persons 	<ol style="list-style-type: none"> 2. Limited persons (specify)
9.2	<p>What threats, if any are there for travel to/from the locality?</p>	<ol style="list-style-type: none"> 1. Armed conflict 2. Kidnapping 3. Mass gathering 4. Landslide 	<ol style="list-style-type: none"> 5. Robbery 6. Transportation system outage 7. Other (specify)
	<p>If there are threats, when do they apply?</p>	<ol style="list-style-type: none"> 1. Year round 2. Months (specify) 3. Days (specify) 	<ol style="list-style-type: none"> 4. Hours (specify) 5. Dates (specify)
	<p>If nobody is left in the locality, do not answer the remaining questions. They are not applicable.</p>		
4.2	<p>What types of shelter are people using?</p>	<p>Number options from 1 to 7 with 1 being the most common</p>	
			<p>Roofless</p>
			<p>Emergency shelter</p>
			<p>Transitional shelter</p>
			<p>Buildings not intended for living quarters</p>
			<p>Living quarters – damaged</p>
			<p>Living quarters – not damaged</p>
			<p>Other (specify below)</p>

5.1	Are there any persons with appropriate clothing and bedding materials?	Yes or No
6.1	Are there any persons with basic goods and supplies for personal hygiene needs?	Yes or No
7.1	Are there any households with basic goods and supplies to prepare and eat food?	Yes or No
8.1	Are there any households with basic goods and supplies to build, maintain or repair shelter?	Yes or No

CENSUS AUTHORITY

QUESTION AND ANSWER FORM (ROUND 2)

- Time is of the essence. Please provide answers as immediately available. Additions and corrections can be made later.
- Do not use the shaded area.
- Please enter answers in the space provided at the right side of the page. If a list of possible answers is provided, enter the correct response or numbers from the list.

Who is the point of contact for the answers provided in this form?

1.5	Name	
	Contact information	In person (location)
		By amateur radio
		By Internet
		By telephone
		By mobile cellular
		By satellite telephone
		By two-way radio
		Other (specify)
	Type of group?	See note below
	Group name	If any
	Languages spoken	See note below

- Groups: civil society, local media, international media, business sector, local government, national government, national assisting actor, international assisting actor
- Languages: Albanian; Arabic; Aymara; Bengali; Chinese; Croatian; Dutch; English; French; German; Greek; Guarani; Haitian Creole; Hindi; Hungarian; Italian; Korean; Malay; Nepali; Persian; Portuguese; Quechua; Romanian; Russian; Serbian; Sotho; Spanish; Swahili; Swati; Swedish; Tamil; Tswana; Turkish; Urdu; or other (specify, including dialect)

- Please complete the following tables based on census data for each affected locality.

To which locality do the rest of the answers apply?

1.1	Major civil division
	Minor civil division
	Locality
	P-Code

What is the timeframe for the answers?

1.6	Date(s) when the data was collected or observed	yyyy-mm-dd
1.7	Date when this form was filled in	yyyy-mm-dd

What is the context for shelter and settlement response?

2.1	Pre-disaster population	Female	Male	TOTAL		
	Under 1 year					
	1 – 4 years					
	5 – 14 years					
	15- 59 years					
	60 years and over					
	TOTAL					
2.2	Pre-disaster households	Number				
2.3	Pre-disaster types of living quarters and roofless numbers	Number of conventional dwellings				
		Number of other housing units				
		Number of collective living quarters				
		Roofless numbers				
2.6	Pre-disaster housing units – tenure of household	Number owning a housing unit				
		Number renting all or part of a housing unit				
2.4	Pre-disaster housing unit types and construction material of outer walls	Brick	Concrete	Local vegetation material	Wood	Other
	Number of conventional dwellings					
	Number of semi-permanent dwellings					
	Number of mobile housing units					
	Number of improvised housing units					
	Number of permanent units not intended for habitation					
	Number other					

2.8	Pre-disaster foreign-born population, up to three countries based on those with the highest numbers	Country	Number
2.10	Pre pre-disaster economic activity (employment), up to five industries with the highest level of active employment/ participation See note below	Female	Male
2.7	Pre-disaster cooking fuel	# of households	
	Gas		
	Electricity		
	Liquefied petroleum gas (LPG)		
	Kerosene/paraffin (petroleum-based)		
	Oil (including vegetable oil),		
	Coal		
	Firewood		
	Charcoal		
	Animal dung		
	Crop residue		
	Other		

Economic activities, by main industries

1. Agriculture, hunting and forestry
2. Fishing
3. Mining and quarrying
4. Manufacturing
5. Electricity, gas and water supply
6. Construction
7. Wholesale and retail trade; repair of motor vehicles, motorcycles and personal and household goods
8. Hotels and restaurants
9. Transport, storage and communications
10. Financial intermediation
11. Real estate, renting and business activities
12. Public administration and defence; compulsory social security
13. Education
14. Health and social work
15. Other community, social and personal service activities
16. Activities of private households as employers and undifferentiated production activities of private households
17. Extra-territorial organizations and bodies

LOCALITY

QUESTION AND ANSWER FORM

- The questions and answers apply only for localities where the people and/or the housing have been affected by the disaster.
- Time is of the essence. Please provide answers as immediately available. Additions and corrections can be made later.
- Do not use the shaded area.
- Please enter answers in the space provided at the right side of the page. If a list of possible answers is provided, enter the correct response or numbers from the list. Leave the space blank wherever information is not available or unknown.

Who is the point of contact for the answers provided in this form?

1.5	Name	
	Contact information	In person (location)
		By amateur radio
		By Internet
		By telephone
		By mobile cellular
		By satellite telephone
		By two-way radio
		Other (specify)
	Type of group?	See note below
	Group name	If any
	Languages spoken	See note below

- Groups: civil society, local media, international media, business sector, local government, national government, national assisting actor, international assisting actor
- Languages: Albanian; Arabic; Aymara; Bengali; Chinese; Croatian; Dutch; English; French; German; Greek; Guarani; Haitian Creole; Hindi; Hungarian; Italian; Korean; Malay; Nepali; Persian; Portuguese; Quechua; Romanian; Russian; Serbian; Sotho; Spanish; Swahili; Swati; Swedish; Tamil; Tswana; Turkish; Urdu; or other (specify, including dialect)

To what locality do the rest of the answers apply?

1.1	Major civil division
	Minor civil division
	Locality
	P-Code

What is the timeframe for the answers?

1.6	Date(s) when the data was collected or observed	yyyy–mm–dd
1.7	Date when this form was filled in	yyyy–mm–dd

How has the disaster affected the locality?

1.3	Is the population and / or the housing of the locality affected by the disaster?	Yes or No
If the answer to the above question is no, do not answer the remaining questions. They do not apply.		

What was the shelter and settlement situation in the locality before the disaster?

2.5	What was the general (most common) type of building used for housing before the disaster?	<ol style="list-style-type: none"> 1. Single housing unit – 1 floor 2. Single housing unit – 2 floors 3. Multiple housing units – up to 2 floors 4. Multiple housing units – 3 or more floors 5. Other
2.9	With what other communities did citizens have common social ties? (For example, markets, employers, marriages)	
2.14	What was the land tenure system for the locality?	<ol style="list-style-type: none"> 1. Formal tenure regime 2. Customary tenure regime 3. Informal land tenure system See note at the end
2.15	Were there any impediments to women inheriting land and housing?	Yes or No
2.16	Were there any impediments to women owning land?	Yes or No
2.17	Were there any impediments to women taking mortgages in their own names?	Yes or No

- ‘Emergency shelter’ refers to shelter that provides protection from wind, rain, freezing temperatures and direct sunlight as a minimum requirement. Minimum shelter area is 3.5 sq m/person. Minimum total site area is 30 sq. m/person.
- ‘Transitional shelter’ refers to family shelter than provides a habitable covered living space and a secure, healthy living environment, with privacy and dignity, for both displaced or non-displaced occupants over the period between a conflict or a natural disaster and the completion of transitional reconstruction, and one that is intended to be relocated, upgraded, or disassembled for materials and that may be supported as an assistance method.
- ‘Transitional settlement’ refers to the processes by which populations affected and displaced by conflict or natural disasters achieve settlement and shelter throughout the period of their displacement, prior to beginning transitional reconstruction.
- ‘Needs’ means humanitarian or development interventions required to bridge the gap between identified deficits or losses and the situation aspired by the locality.

What is the shelter and settlement situation in the locality now?

1.4	Approximately how many persons are there in the locality?	1. Zero 2. Less than 200 3. Between 200 and 999 4. Between 1,000 and 9,999 5. Between 10,000 and 19,999 6. Between 20,000 and 49,999 7. 50,000 or more
3.1	Are there reports of hazards that are imminent and expected to damage shelter in the locality?	Yes or No
	If yes, which hazards?	13. flood 14. hailstorm 15. heat wave 16. heavy rain 17. ice storm 18. insect infestation 19. landslide 20. loss of structural integrity 21. pandemic 22. plant disease outbreak 23. population transfer 24. pyroclastic flow 25. sandstorm 26. snowstorm 27. storm surge 28. subsidence 29. telecommunication system outage 30. tornado 31. transportation system outage 32. tsunami 33. utility system outage 34. vandalism 35. volcanic eruption 36. water pollution 37. wildfire 38. windstorm
3.2	Are there reports of other hazards that are also imminent, but are a greater threat to local people or freedom of movement in/out of the locality than to shelter?	Yes or No
	If yes, which hazards?	See list above

3.3	Is there an official evacuation order in force in the locality?	Yes or No	
3.4	Has the locality any needs in terms of safe distance or protection from threats?	Yes or No	
LENSS considers that there are needs when: There are people in the locality, the general resource situation for emergency and transitional shelter or freedom of movement in/out of the locality is described as 'none' or 'some', and shelter or the local population are under threat.			
4.2	What types of shelter are people using?	Number options from 1 to 7 with 1 being the most common	
		Roofless	
		Emergency shelter	
		Transitional shelter	
		Buildings not intended for living quarters	
		Living quarters – damaged	
		Living quarters – damaged	
		Other (specify)	
4.3	What is the general situation in terms of resources for emergency and transitional shelter? (For example, building materials and tools)	1. None 2. Some	3. Considerable See note at end
4.4	Does the locality have needs in terms of emergency and transitional shelter?	Yes or No	
LENSS considers that there are needs when: There are people in the locality, the general resource situation is described as 'none' or 'some' and some people are roofless, or people live in shelter other than living quarters – not damaged.			
5.2	What is the general situation in terms of appropriate clothing and bedding materials?	1. None 2. Some	3. Considerable See note at end
5.3	Does the locality have needs in terms of clothing and bedding materials?	Yes or No	
LENSS considers that there are needs when: there are people in the locality and the general resource situation is described as 'none' or 'some'.			
6.2	What is the general situation in terms of supplies to meet personal hygiene needs? (For example, soap)	1. None 2. Some	3. Considerable See note at end
6.3	Does the locality have needs in terms of basic goods and supplies to meet personal hygiene needs?	Yes or No	
LENSS considers that there are needs when: There are people in the locality and the general resource situation is described as 'none' or 'some'.			

7.2	What is the general situation in terms of household resources to prepare and eat food? (For example, water containers, pots, dishes, eating utensils)	1. None 2. Some	3. Considerable See note at end
7.3	Does the locality have needs in terms of goods and supplies to prepare and eat food?	Yes or No	
	LENS considers that there are needs when: There are people in the locality and the general resource situation is described as 'none' or 'some'.		
7.4	In general, how are households preparing food?	1. Communal kitchen(s) 2. Individual households	3. Combination of 1 and 2 4. Other
7.5	In general, what type of fuel is being used for cooking?	1. Gas 2. Electricity 3. LPG - Liquefied petroleum gas 4. Kerosene / paraffin 5. Oil (including vegetable oil)	6. Coal 7. Firewood 8. Charcoal 9. Animal dung 10. Crop residue 11. Other
8.2	What is the general situation in terms of resources to build, maintain or repair shelter?	1. None 2. Some	3. Considerable See note at end
8.3	Has the locality any needs in terms of goods and supplies to build, maintain or repair shelter?	Yes or No	
	LENS considers that there are needs when: There are people in the locality and the general resource situation is described as 'none' or 'some'.		
8.4	Have any construction resources been salvaged and stored?	Yes or No	
9.1	What restrictions are there for travel to/from the locality?	1. Authorization required 2. Curfew	3. Roadblocks / checkpoints 4. Other (specify)
	If there are restrictions, when do they apply?	1. Year round 2. Months (specify) 3. Days (specify)	4. Hours (specify) 5. Dates (specify)
	If there are restrictions, to whom do they apply?	1. All persons	2. Limited persons (specify)
9.2	What threats, if any are there for travel to/from the locality?	1. Armed conflict 2. Kidnapping 3. Mass gathering 4. Landslide	5. Robbery 6. Transportation system outage 7. Other (specify)
	If there are threats, when do they apply?	1. Year round 2. Months (specify) 3. Days (specify)	4. Hours (specify) 5. Dates (specify)

9.3	Has the locality any needs in terms of freedom of movement in/out of the settlement?	Yes or No	
	LENS considers that there are needs when: There are restrictions for travel or threats affecting travel for prolonged periods (more than hours or days) and/or there are restrictions for a particular group of persons instead of the general public.		
10.1	How would you describe the population in the locality at present?	<ol style="list-style-type: none"> 1. Total fatalities 2. Pre-disaster population (no displacement or population transfers from other localities) 3. Total displacement (nobody left) 4. Pre-disaster population plus displaced persons from other localities (e.g., host families, urban and rural self-settlement) 5. Only displaced persons from other localities (e.g. self-settled and planned camps) 	
	If the answer above is option 1 or 2, skip to the question: 'What is the suggested means for two-way communication about shelter and settlement with the general public?' If not, continue below.		
10.2	What is the general situation in terms of land and other assets for a transitional settlement? (For example, host families or land for self-settlements, collective centres, camps)	<ol style="list-style-type: none"> 1. None 2. Some 	<ol style="list-style-type: none"> 3. Considerable See note at end
10.3	Does the locality have needs in terms transitional settlement?	Yes or No	
	LENS considers that there are needs when: The general resource situation is described as 'none' or 'some' and the population is described as total displacement; pre-disaster population plus displaced persons from other localities; or only displaced persons from other localities.		
11.1	What is the suggested means for two-way communication about shelter and settlement with the general public?	<ol style="list-style-type: none"> 1. Verbally 2. In writing 	<ol style="list-style-type: none"> 3. Either method
11.2	What are the suggested locations to communicate about shelter and settlement with the general public?	<ol style="list-style-type: none"> 1. Living quarters 2. Healthcare facility 3. Marketplace 4. Media – newspaper 5. Media – radio 6. Media – television 	<ol style="list-style-type: none"> 7. Place of employment 8. Public gathering place 9. Religious gathering place 10. School 11. Other
13.10	Is there a building code for the locality?	Yes or No	
13.11	Is there a land-use planning process for the locality?	Yes or No	
13.12	What is the local availability of construction materials? (Assuming no damage to or strain on the natural environment.)	<ol style="list-style-type: none"> 1. None 2. Some 	<ol style="list-style-type: none"> 3. Considerable See note at end

				Brick
				Concrete
				Local vegetation material
				Wood
				Hardware
				Tools
				Heavy equipment (e.g. earth-moving equipment)
13.13	What is the local availability of construction labour and professionals?	1. None 2. Some	3. Considerable See note at end	
				Community labour
				Contracted labour
				Architects
				Carpenters
				Civil engineers
				Electrical engineers
				Electricians
				Land surveyors
				Plumbers
				Welders
13.14	Have land records for the locality survived the disaster impact?	Yes or No		
	Given the disaster impact and the population in the locality since the disaster, what is required for the following?	1. Repair 2. Upgrade	3. Install 4. Expand	
13.16				Social facilities (healthcare, schools and places of worship)
13.17				Drinking water source
13.18				Water distribution system
13.19				Sanitation service
13.20				Electricity grid
13.21				Public transportation
13.22				Roads

- None means not any. Some means an initial supply, but without ways and means to access replacements for persons present in the locality. Considerable means an initial supply plus ways and means to access replacements for persons present in the locality.
- Formal tenure regime means where State legislation and institutions govern land and natural resource rights within state boundaries. Customary tenure regime means a set of rules that have been adopted through custom and that define the rights of access by the people of a specific social group to their particular natural resources. It is also the form of social endorsement of such rules. Informal land tenure system means neither formal nor customary legal frameworks are effective or appropriate; this system may have its own rules, authorities and institutions. Its lack of legitimacy makes it an insecure land tenure system.

ASSISTING ACTOR

QUESTION AND ANSWER FORM

- The questions and answers apply only for a locality where the people and/or the housing have been affected by the disaster.
- Time is of the essence. Please provide answers as immediately available. Additions and corrections can be made later.
- Do not use the shaded area.
- Please enter answers in the space provided at the right side of the page. If a list of possible answers is provided, enter the correct response or numbers from the list. Leave the space blank wherever information is not available or unknown.

Who is the point of contact for the answers provided in this form?

1.5	Name	
	Contact information	In person (location)
		By amateur radio
		By Internet
		By telephone
		By mobile cellular
		By satellite telephone
		By two-way radio
		Other (specify)
	Type of group?	See note below
	Group name	If any
	Languages spoken	See note below

- Groups: civil society, local media, international media, business sector, local government, national government, national assisting actor, international assisting actor
- Languages: Albanian; Arabic; Aymara; Bengali; Chinese; Croatian; Dutch; English; French; German; Greek; Guarani; Haitian Creole; Hindi; Hungarian; Italian; Korean; Malay; Nepali; Persian; Portuguese; Quechua; Romanian; Russian; Serbian; Sotho; Spanish; Swahili; Swati; Swedish; Tamil; Tswana; Turkish; Urdu; or other (specify, including dialect)

To which locality do the rest of the answers apply?

1.1	Major civil division
	Minor civil division
	Locality
	P-Code

What is the timeframe for the answers?

1.6	Date(s) when the data was collected or observed	yyyy-mm-dd
1.7	Date when this form was filled in	yyyy-mm-dd

What was the shelter and settlement situation in the locality before the disaster?

2.5	What was the general (most common) type of building used for housing before the disaster?	<ol style="list-style-type: none"> 1. Single housing unit – 1 floor 2. Single housing unit – 2 floors 3. Multiple housing units – up to 2 floors 4. Multiple housing units – 3 or more floors 5. Other
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What is the post-impact shelter and settlement situation in the locality?

1.4	Approximately how many persons are there in the locality?	<ol style="list-style-type: none"> 1. Zero 2. Less than 200 3. Between 200 and 999 4. Between 1,000 and 9,999 5. Between 10,000 and 19,999 6. Between 20,000 and 49,999 7. 50,000 or more
7.4	In general, how are households preparing food?	<ol style="list-style-type: none"> 1. Communal kitchen(s) 2. Individual households 3. Combination of 1 and 2 4. Other
7.5	In general, what type of fuel is being used for cooking?	<ol style="list-style-type: none"> 1. Gas 2. Electricity 3. Liquefied petroleum gas 4. Kerosene / paraffin 5. Oil (e.g. vegetable oil) 6. Coal 7. Firewood 8. Charcoal 9. Animal dung 10. Crop residue 11. Other
8.4	Have any construction resources been salvaged and stored?	Yes or No
9.1	What restrictions are there for travel to/from the locality?	<ol style="list-style-type: none"> 1. Authorization required 2. Curfew 3. Roadblocks / checkpoints 4. Other (specify)
	If there are restrictions, when do they apply?	<ol style="list-style-type: none"> 1. Year round 2. Months of the year (specify) 3. Days of week (specify) 4. Hours of the day (specify) 5. Dates (specify)
	If there are restrictions, to whom do they apply?	<ol style="list-style-type: none"> 1. All persons 2. Limited persons (specify)

9.2	What threats, if any are there for travel to/from the locality?	1. Armed conflict 2. Kidnapping 3. Mass gathering 4. Landslide	5. Robbery 6. Transportation system outage 7. Other (specify)
	If there are threats, when do they apply?	1. Year round 2. Months (specify) 3. Days (specify)	4. Hours (specify) 5. Dates (specify)
13.12	What is the local availability of construction materials? (Assuming no damage to or strain on the natural environment.)	1. None 2. Some	3. Considerable See note at the end
	Brick		Wood
	Concrete		Hardware
	Local vegetation material		Tools
			Heavy equipment (e.g. earth-moving equipment)
13.13	What is the local availability of construction labour / professionals?	1. None 2. Some	3. Considerable See note at the end
	Community labour		Electrical engineers
	Contracted labour		Electricians
	Architects		Land surveyors
	Carpenters		Plumbers
	Civil engineers		Welders

- None means not any. Some means an initial supply, but without ways and means to access replacements for persons present in the locality. Considerable means an initial supply plus ways and means to access replacements for persons present in the locality.

STORY PAGE TEMPLATE

- This story page is used only for localities where the people and/or the housing have been affected by the disaster.
- Some areas may still be blank.
- Do not use the shaded area.
- '■' means the information concerns: business sector, female heads of households, persons with disabilities, refugees, single parents, unaccompanied children, and/or unaccompanied elders.

When this story page was produced

Who we are and the impact of the disaster

1.1	Locality
1.3	The population and/or the housing of the locality are affected by the disaster

Our pre-disaster shelter and settlement

2.1	Pre-disaster population	Female	Male	TOTAL		
	Under 1 year					
	1 – 4 years					
	5 – 14 years					
	15 – 59 years					
	60 years and over					
	TOTAL					
2.2	Pre-disaster households					
2.3	Pre-disaster types of living quarters and roofless numbers					
	Conventional dwellings					
	Other housing units					
	Collective living quarters					
	Roofless					
2.4	Pre-disaster housing unit types and construction material of outer walls					
		Concrete	Brick	Local vegetation material	Wood	Other
	Conventional dwellings					
	Semi-permanent dwellings					
	Mobile housing units					
	Improvised					
	Permanent but not intended for habitation					
	Other					

2.5	Pre-disaster housing units – general type of building		
2.6	Pre-disaster households in housing units – tenure of household		
	Number of households that own a housing unit		
	Number of households that rent all or part of a housing unit		
2.7	Pre-disaster fuel cooking fuel		
	Gas		
	Electricity		
	LPG		
	Kerosene/paraffin		
	Oil (including vegetable oil)		
	Coal		
	Firewood		
	Charcoal		
	Animal dung		
	Crop residue		
	Other		
2.8	Pre-disaster foreign-born population (Up to three countries based on those with the highest numbers)		
2.9	Pre-disaster social ties with other localities		
2.10	Pre-disaster economic activity (employment) (industries with the highest level of active employment/participation)	Female	Male
		1.	
		2.	
		3.	
		4.	
		5.	
2.11	Protection against eviction		
2.12	Land restitution mechanism		
2.13	Land compensation mechanism		
2.14	Land tenure system		
2.15	Impediments to women inheriting land and housing		
	■ Focus group perspective if different from above		
2.16	Impediments to women owning land		
	■ Focus group perspective if different from above		

2.17	Impediments to women taking mortgages in their own name
■	Focus group perspective if different from above
Our shelter and settlement situation and what we need for health and wellbeing	
3	In terms of distance or protection from security threats, disease, or other natural and safety hazards
3.1	Threats to shelter
	Hazards
3.2	Threats to local populations
	Hazards
3.3	Evacuation order in force
3.4	Need for distance or protection from threats
4	In terms of shelter
4.1	Roofless status as a general condition
4.2	Roofless status and shelter (in order of prevalence)
	1.
	2.
	3.
	4.
	5.
	6.
	7.
4.3	Resources for emergency and transitional shelter – general situation
4.4	Need for emergency and transitional shelter
5	In terms of basic goods and supplies to provide thermal comfort
5.1	Persons with appropriate clothing and bedding materials
5.2	Clothing and bedding materials – general situation
5.3	Need for clothing and bedding materials
6	In terms of basic goods and supplies to meet personal hygiene needs
6.1	People with basic goods and supplies for personal hygiene
6.2	Basic goods and supplies for personal hygiene – general situation
6.3	Need for basic goods and supplies for personal hygiene

7	In terms of basic goods and supplies to prepare and eat food
7.1	Households/kitchens with basic goods and supplies to prepare and eat food
7.2	Basic goods and supplies to prepare and eat food – general situation
7.3	Need for basic goods and supplies to prepare and eat food
8	In terms of basic goods and supplies to build, maintain or repair shelter
8.1	Households with supplies to build, maintain or repair shelters
8.2	Basic goods and supplies to build, maintain or repair shelters – general situation
8.3	Need for basic goods and supplies to build, maintain or repair shelters
9	In terms of freedom of movement in / out of the locality
9.1	Restrictions to travel to/from the locality
	■ Focus group perspective if different from above
9.2	Threats affecting travel to/from the locality
	■ Focus group perspective if different from above
9.3	Needs in terms of freedom of movement in/out of the locality
10	In terms of return to country/settlement of origin where possible or dispersed settlements
10.1	Population description
10.2	Transitional settlement options – general situation
10.3	Needs for transitional settlement
11	In terms of access to information about shelter and settlement outcomes
11.1	Preferred means for two-way communication
	Business sector
	■ Female heads of households
	■ General public
	■ Persons with disabilities
	■ Refugees
	■ Single parents
	■ Unaccompanied children
	■ Unaccompanied elders
11.2	Preferred places for two-way communication

	Business sector
■	Female heads of households
■	General public
■	Persons with disabilities
■	Refugees
■	Single parents
■	Unaccompanied children
■	Unaccompanied elders
12	In terms of attention to the needs of those most frequently, though not consistently at risk from disasters
12.1	Population intending to settle in the locality – groups for special assistance
■	Persons with disabilities
■	Refugees
■	Single parents
■	Unaccompanied children
■	Unaccompanied elders
12.2	Population intending to settle in the locality – heads of households
■	Female – under 18
	Male – under 18
■	Female – 18 to 60
	Male – 18 to 60
■	Both sexes - over 60
	TOTAL
	Details about what we need
1.4	Population by size class
7.4	Cooking and food preparation - general manner
7.5	Cooking and food preparation fuel - general use
8.4	Construction resources salvaged and stored
	For more information
1.5	Point of contact for the locality
	Name
	Details
	Name and type of group (if any)
	Languages spoken
	DAMAGE TO OUR LIVING QUARTERS AND LAND
13.7	Damage to living quarters

	Housing units	Single housing unit – one floor	Single housing unit – two floors	Multiple housing units – up to 2 floors	Multiple housing units – 3 or more floors	TOTAL
	LQ0					
	LQ1					
	LQ2					
	LQ3					
	LQ4					
	Total					
		Collective living quarters	One floor	Two floors	3 or more floors	TOTAL
		LQ0				
		LQ1				
		LQ2				
		LQ3				
		LQ4				
		TOTAL				
13.8	Damage to living quarters by construction material of outer walls					
	Housing units	Concrete	Brick	Wood	Local vegetation material	Other
	LQ0					
	LQ1					
	LQ2					
	LQ3					
	LQ4					
	TOTAL					
	Collective living quarters	Concrete	Brick	Wood	Local vegetation material	Other
	LQ0					
	LQ1					
	LQ2					
	LQ3					
	LQ4					
	TOTAL					
13.9	Damage to land (parcels)					
				L0		
				L1		

		L2		
		L3		
		L4		
		TOTAL		
Details to Inform Strategic Planning Covering Land use, Tenure, Livelihoods and Local Infrastructure in Addition to Shelter Options				
13.1	Population intending to settle in the locality	Female	Male	TOTAL
	Under 1 year			
	1 – 4 years			
	5 – 14 years			
	15 – 59 years			
	60 years and over			
	TOTAL			
13.2	Population intending to settle in the locality – reasons			
	Freedom of movement			
	Information about shelter and settlement options			
	Land rights			
	Livelihood			
	Protection			
	Return to place of origin			
	Services and facilities			
	Shelter			
	Social reasons			
	Other			
13.3	Population intending to settle in the locality – proof of personal identity and occupancy/user rights			
	Both types of documents			
	Personal identity documents			
	Property occupancy/user-rights documents			
	No documents			
13.4	Population intending to settle in the locality – annual household income	Female- head	Male-head	TOTAL
	<Range>			
	<Range>			
	<Range>			
	<Range>			
13.5	Population intending to settle in the locality - current or usual economic activities of			

13.6	Population intending to settle in the locality – principal languages spoken
13.10	Building code
13.11	Land-use planning
13.12	Construction material and equipment availability
	Brick
	Concrete
	Local vegetation material
	Wood
	Hardware
	Tools
	Heavy equipment
	■ Focus group perspective if different from above
13.13	Construction labour and professionals - resources
	Community labour
	Contracted labour
	Architects
	Carpenters
	Civil engineers
	Electrical engineers
	Electricians
	Land surveyors
	Plumbers
	Welders
	■ Focus group perspective if different from above
13.14	Existing land records
13.15	Industries, demand for staff/labour
13.16	General requirement for social facilities
	■ Focus group perspective if different from above
13.17	General requirement for drinking water source
	■ Focus group perspective if different from above
13.18	General requirement for water distribution system
	■ Focus group perspective if different from above
13.19	General requirement for sanitation service
	■ Focus group perspective if different from above
13.20	General requirement for electricity grid
	■ Focus group perspective if different from above
13.21	General requirement for public transportation

	<ul style="list-style-type: none"> ■ Focus group perspective if different from above
13.22	General requirement for roads
	<ul style="list-style-type: none"> ■ Focus group perspective if different from above
	Details to inform risk reduction
14.1	Hazards (which pose a threat severe enough to have significant potential for disaster in view of the local context, assets and countermeasures) by degree of likelihood
	Air pollution
	Animal disease outbreak
	Armed conflict
	Avalanche
	Blizzard
	Cold wave
	Cyclone/hurricane/typhoon
	Drought
	Earthquake
	Energy system outage
	Explosion
	Fire
	Flood
	Hailstorm
	Heat wave
	Heavy rain
	Ice storm
	Insect infestation
	Landslide
	Loss of structural integrity
	Pandemic
	Plant disease outbreak
	Population transfer
	Pyroclastic flow
	Sandstorm
	Snowstorm
	Storm surge
	Subsidence
	Telecomm system outage
	Tornado
	Transportation system outage

REGISTRATION

QUESTION AND ANSWER FORM

- The questions and answers apply only for a locality where the people and/or the housing have been affected by the disaster.
- Time is of the essence. Please provide answers as immediately available. Additions and corrections can be made later.
- Do not use the shaded area.
- Please enter answers in the space provided at the right side of the page. If a list of possible answers is provided, enter the correct response or numbers from the list. Leave the space blank wherever information is not available or unknown.

Who is the point of contact for the answers provided in this form?

1.5	Name	
	Contact information	In person (location)
		By amateur radio
		By Internet
		By telephone
		By mobile cellular
		By satellite telephone
		By two-way radio
		Other (specify)
	Type of group?	See note below
	Group name	If any
	Languages spoken	See note below

- Groups: civil society, local media, international media, business sector, local government, national government, national assisting actor, international assisting actor
- Languages: Albanian; Arabic; Aymara; Bengali; Chinese; Croatian; Dutch; English; French; German; Greek; Guarani; Haitian Creole; Hindi; Hungarian; Italian; Korean; Malay; Nepali; Persian; Portuguese; Quechua; Romanian; Russian; Serbian; Sotho; Spanish; Swahili; Swati; Swedish; Tamil; Tswana; Turkish; Urdu; or other (specify, including dialect)

To what locality do the rest of the answers apply?

1.1	Major civil division
	Minor civil division
	Locality
	P-Code

What is the timeframe for the answers?

1.6	Date(s) when the data was collected or observed	yyyy-mm-dd
1.7	Date when this form was filled in	yyyy-mm-dd

What can you tell about the population of the locality based on registration results?

	In terms of those most frequently, though not consistently at risk from disasters intending to settle in the locality			
12.1	Groups for special assistance (number)			
	Persons with disabilities			
	Refugees			
	Single parents			
	Unaccompanied children			
	Unaccompanied elders			
12.2	Heads of households (number)			
	Female – under 18			
	Male – under 18			
	Female – 18 to 60			
	Male – 18 to 60			
	Both sexes - over 60			
	TOTAL			
	In terms of the general population intending to settle in the locality			
13.1	Population	Female	Male	TOTAL
	Under 1 year			
	1 – 4 years			
	5 – 14 years			
	15 – 59 years			
	60 years and over			
	TOTAL			
13.2	Reasons	Yes or No		
	Freedom of movement			
	Information about shelter and settlement options			
	Land rights			
	Livelihood			
	Protection			
	Return to place of origin			
	Services and facilities			

				Shelter
				Social reasons
				Other
13.3	Proof of personal identity and occupancy/user-rights (in possession and which apply for this locality) (number of households)			
				Both types of documents
				Personal identity documents only
				Property occupancy/user-rights documents only
				Without any documents
13.4	Annual household income (number in each level)	Female head	Male head	TOTAL
		<Range>		
		<Range>		
		<Range>		
		<Range>		
13.5	Current or usual economic activity (employment)		Yes or no	
				Agriculture, hunting and forestry
				Fishing
				Mining and quarrying
				Manufacturing
				Electricity, gas and water supply
				Construction
				Wholesale and retail trade; repair of motor vehicles, motorcycles and personal and household goods
				Hotels and restaurants
				Transport, storage and communications
				Financial intermediation
				Real estate, renting and business activities
				Public administration and defence; compulsory social security
				Education
				Health and social work
				Other community, social and personal service activities
				Activities of private households as employers and undifferentiated production activities of private households
				Extra-territorial organizations and bodies
13.6	Principal languages spoken (in living quarters)			

DAMAGE ASSESSMENT

QUESTION AND ANSWER FORM

- The questions and answers apply only for a locality where the people and/or the housing have been affected by the disaster.
- Time is of the essence. Please provide answers as immediately available. Additions and corrections can be made later.
- Do not use the shaded area.
- Please enter answers in the space provided at the right side of the page. If a list of possible answers is provided, enter the correct response or numbers from the list. Leave the space blank wherever information is not available or unknown.

Who is the point of contact for the answers provided in this form?

1.5	Name	
	Contact information	In person (location)
		By amateur radio
		By Internet
		By telephone
		By mobile cellular
		By satellite telephone
		By two-way radio
		Other (specify)
	Type of group?	See note below
	Group name	If any
	Languages spoken	See note below

- Groups: civil society, local media, international media, business sector, local government, national government, national assisting actor, international assisting actor
- Languages: Albanian; Arabic; Aymara; Bengali; Chinese; Croatian; Dutch; English; French; German; Greek; Guarani; Haitian Creole; Hindi; Hungarian; Italian; Korean; Malay; Nepali; Persian; Portuguese; Quechua; Romanian; Russian; Serbian; Sotho; Spanish; Swahili; Swati; Swedish; Tamil; Tswana; Turkish; Urdu; or other (specify, including dialect)

To what locality do the rest of the answers apply?

1.1	Major civil division
	Minor civil division
	Locality
	P-Code

What is the timeframe for the answers?

1.6	Date(s) when the data was collected or observed	yyyy-mm-dd
1.7	Date when this form was filled in	yyyy-mm-dd

What can you tell about housing and land in the locality based on a damage assessment?

13.7	What is the damage to living quarters, by type of building and damage? (number)					
	Housing units	Single housing unit – one floor	Single housing unit – two floors	Multiple housing units – up to 2 floors	Multiple housing units – 3 or more floors	TOTAL
		LQ0				
		LQ1				
		LQ2				
		LQ3				
		LQ4				
		TOTAL				
		Collective living quarters	One floor	Two floors	3 or more floors	TOTAL
		LQ0				
		LQ1				
		LQ2				
		LQ3				
		LQ4				
		TOTAL				
13.8	What is the damage to living quarters, by construction material of outer walls? (number)					
	Housing units	Brick	Concrete	Local vegetation material	Wood	Other
		LQ0				
		LQ1				
		LQ2				
		LQ3				
		LQ4				
		TOTAL				

	Collective living quarters	Brick	Concrete	Local vegetation material	Wood	Other
	LQ0					
	LQ1					
	LQ2					
	LQ3					
	LQ4					
	TOTAL					
13.9	What is the damage to land (meaning parcels previously used for housing)? (number)					
		L0				
		L1				
		L2				
		L3				
		L4				
		TOTAL				

HAZARD ASSESSMENT

QUESTION AND ANSWER FORM

- The questions and answers apply only for a locality where the people and/or the housing have been affected by the disaster.
- Time is of the essence. Please provide the answers which are immediately available. Additions and corrections can be made later.
- Do not use the shaded area.
- Please enter answers in the space provided at the right side of the page. If a list of possible answers is provided, enter the correct response or numbers from the list. Leave the space blank wherever information is not available or unknown.

Who is the point of contact for the answers provided in this form?

1.5	Name	
	Contact information	In person (location)
		By amateur radio
		By Internet
		By telephone
		By mobile cellular
		By satellite telephone
		By two-way radio
		Other (specify)
	Type of group?	See note below
	Group name	If any
	Languages spoken	See note below

- Groups: civil society, local media, international media, business sector, local government, national government, national assisting actor, international assisting actor
- Languages: Albanian; Arabic; Aymara; Bengali; Chinese; Croatian; Dutch; English; French; German; Greek; Guarani; Haitian Creole; Hindi; Hungarian; Italian; Korean; Malay; Nepali; Persian; Portuguese; Quechua; Romanian; Russian; Serbian; Sotho; Spanish; Swahili; Swati; Swedish; Tamil; Tswana; Turkish; Urdu; or other (specify, including dialect)

To what locality do the rest of the answers apply?

1.1	Major civil division
	Minor civil division
	Locality
	P-Code

What is the timeframe for the answers?

1.6	Date(s) when the data was collected or observed	yyyy-mm-dd
1.7	Date when this form was filled in	yyyy-mm-dd

- Common means 0 – 1 years between occurrences
- Frequent means 0 – 5 years between occurrences
- Occasional means 5 – 50 years between occurrences
- Seldom means 50 – 100 years between occurrences
- Rare means time between occurrences is greater than 100 years

What is the likelihood of the hazard occurring and being severe enough to have significant potential for a disaster in view of the local context, assets and countermeasures?

14.1	Common	Frequent	Occasional	Seldom	Rare	Not applicable
Air pollution						
Animal disease outbreak						
Armed conflict						
Avalanche						
Blizzard						
Cold wave						
Cyclone/hurricane/typhoon						
Earthquake						
Explosion						
Drought						
Energy system outage						
Fire						
Flood						
Hailstorm						
Heat wave						
Heavy rain						
Ice storm						
Insect infestation						
Landslide						
Loss of structural integrity						
Pandemic						
Plant disease outbreak						
Population transfer						

Pyroclastic flow
Sandstorm
Snowstorm
Storm surge
Subsidence
Telecommunication system outage
Tornado
Transportation system outage
Tsunami
Utility system outage
Vandalism
Volcanic eruption
Water pollution
Wildfire
Windstorm
Other (specify)
Other (specify)
Other (specify)

FOCUS GROUP

QUESTION AND ANSWER FORM

- The questions and answers apply only for a locality where the people and/or the housing have been affected by the disaster.
- Time is of the essence. Please provide answers as immediately available. Additions and corrections can be made later.
- Do not use the shaded area.
- Please enter answers in the space provided at the right side of the page. If a list of possible answers is provided, enter the correct response or numbers from the list. Leave the space blank wherever information is not available or unknown.

Who is the point of contact for the answers provided in this form?

1.5	Name	
	Contact information	In person (location)
		By amateur radio
		By Internet
		By telephone
		By mobile cellular
		By satellite telephone
		By two-way radio
		Other (specify)
	Type of group?	See note below
	Group name	If any
	Languages spoken	See note below

- Groups: civil society, local media, international media, business sector, local government, national government, national assisting actor, international assisting actor
- Languages: Albanian; Arabic; Aymara; Bengali; Chinese; Croatian; Dutch; English; French; German; Greek; Guarani; Haitian Creole; Hindi; Hungarian; Italian; Korean; Malay; Nepali; Persian; Portuguese; Quechua; Romanian; Russian; Serbian; Sotho; Spanish; Swahili; Swati; Swedish; Tamil; Tswana; Turkish; Urdu; or other (specify, including dialect)

To what locality do the rest of the answers apply?

1.1	Major civil division
	Minor civil division
	Locality
	P-Code

To which focus group does this information apply?

A. Business sector	E. Single parents
B. Female heads of households	F. Unaccompanied children
C. Persons with disabilities	G. Unaccompanied elders
D. Refugees	

What is the timeframe for the answers?

1.6	Date(s) when the data was collected or observed	yyyy-mm-dd
1.7	Date when this form was filled in	yyyy-mm-dd

Questions and answers about the focus group

State the name of the locality to which the questions apply.

Ask the following question of all focus groups

11.1	What is the best way for you to receive and respond to information about shelter and settlement outcomes in the locality?	
	1. Verbally	2. In writing
		3. Either method
	Anything else?	
	Notes:	
11.2	Where would you like to receive or respond to the information?	Record answers and place names as provided, first and then go through the list to confirm that all options have been considered. If necessary, point out that media generally do not support the two-way communication envisioned by this question. Also, make sure that the answers are compatible with the answers above.
	1. Healthcare facility	7. Place of employment
	2. Living quarters	8. Public gathering place (name)
	3. Market	religious gathering place
	4. Media – newspaper	9. School (name)
	5. Media – radio	10. Other (name)
	6. Media – television	
	Anything else?	
	Notes:	
9.1	What restrictions affect your travel to and from the locality?	1. Authorization required 2. Curfew 3. Roadblocks/checkpoints 4. Other

	If there are restrictions, when do they apply?	<ol style="list-style-type: none"> 1. Year round 2. Months (specify) 3. Days (specify) 4. Hours (specify) 5. Dates (specify) 		
Notes:				
	If there are restrictions, to whom do they apply?	<ol style="list-style-type: none"> 1. All persons 2. Limited persons (specify) 		
Notes:				
9.2	What threats, affect your travel to and from the locality?	<table border="0"> <tr> <td style="vertical-align: top;"> <ol style="list-style-type: none"> 1. Armed conflict 2. Kidnapping 3. Mass gathering 4. Landslide </td> <td style="vertical-align: top;"> <ol style="list-style-type: none"> 5. Robbery 6. Transportation system outage 7. Other </td> </tr> </table>	<ol style="list-style-type: none"> 1. Armed conflict 2. Kidnapping 3. Mass gathering 4. Landslide 	<ol style="list-style-type: none"> 5. Robbery 6. Transportation system outage 7. Other
<ol style="list-style-type: none"> 1. Armed conflict 2. Kidnapping 3. Mass gathering 4. Landslide 	<ol style="list-style-type: none"> 5. Robbery 6. Transportation system outage 7. Other 			
	(If necessary) When do they apply?	<ol style="list-style-type: none"> 1. Year round 2. Months (specify) 3. Days (specify) 4. Hours (specify) 5. Dates (specify) 		
Notes:				
Anything else?				
Notes:				
13.13	What labourers and professionals are available in the locality to help you build, maintain or repair shelter?	<p>Listen to answers, first and then go through the following list to confirm the availability:</p> <ol style="list-style-type: none"> 1. None – not any 2. Some – an initial supply, by without ways and means to access replacements 3. Considerable – an initial supply plus ways and means to access replacements 		
		Community labour		
		Contracted labour		
		Architects		
		Carpenters		
		Civil engineers		
		Electrical engineers		
		Electricians		
		Land surveyors		
		Plumbers		

		Welders
	Anything else?	
	Notes:	
13.12	What construction materials and resources are available to you in the locality?	Listen to answers, first and then go through the following list to confirm the answer for each: 1. None; 2. Some; or 3. Considerable.
		Concrete
		Brick
		Wood
		Local vegetation material
		Hardware
		Tools
		Heavy equipment
	Anything else?	
	Notes:	
	Some services and facilities probably need to be improved. Based on your day to day life in the locality, what needs to happen with the following services and facilities?	Listen to answers, first, and then go through the following list to confirm the answer for each: 1. Repair 2. Upgrade 3. Install 4. Expand
13.16	Social facilities (healthcare, schools and places of worship)	
13.17	Drinking water source	
13.18	Water distribution system	
13.19	Sanitation service	
13.20	Electricity grid	
13.21	Public transportation service	
13.22	Roads	
	Anything else?	
	Notes:	
2.15	Are there any impediments, or problems to women inheriting land and housing? (If yes) Please explain the impediments?	Yes or No
2.16	Are there any impediments, or problems to women owning land?	Yes or No

2.17	Are there any impediments, or problems to women taking mortgages in their own names?	Yes or No
	Anything else about the last few questions?	
	Notes:	
	Anything else? (Ask this as many times as necessary)	
	Notes:	
	Ask the following question of focus group A – Business sector	
13.15	In what areas do you need labour/staff?	Listen to answers, first and then go through the following list of main industries to confirm the 'yes' or 'no' answer for each.
	Agriculture, hunting and forestry	
	Fishing	
	Mining and quarrying	
	Manufacturing	
	Electricity, gas and water supply	
	Construction	
	Wholesale and retail trade; repair of motor vehicles, motorcycles and personal and household goods	
	Hotels and restaurants	
	Transport, storage and communications	
	Financial intermediation	
	Real estate, renting and business activities	
	Public administration and defence; compulsory social security	
	Education	
	Health and social work	
	Other community, social and personal service activities	
	Activities of private households as employers and undifferentiated production activities of private households	
	Extra-territorial organizations and bodies	

FREQUENTLY ASKED QUESTIONS

WHAT DOES LENSS MEAN?

LENS stands for Local Estimate of Needs for Shelter and Settlement.

WHY IS THE LENSS TOOL KIT NEEDED?

An assessment or estimate of the situation is a pre-condition for disaster response and recovery planning. LENSS tools suggest what shelter and settlement data to ask for, who to ask, when to ask and how to share the answers.

HOW CAN LENSS HELP A LOCALITY AND ITS CITIZENS?

When LENSS tools are used the people who say “I live here” or “I lived there” are also in a position to say “I know what happened to our shelter and settlement”. The benefits of having that information are no less real than those of having tents, building materials, bedding and cooking fuel. This is the first step toward response and recovery.

WHO ACTUALLY USES THE LENSS TOOLS?

Most tools are designed to conduct assessments. Some are methodological and others have to do with the substance of an assessment. An affected locality can use the tools to lead its own assessment. In this scenario, the locality would require relevant actors to complete question and answer forms.

If necessary, a national, regional or even international actor can lead the assessment for any given locality. However, the affected locality is always the main author of the assessment and its citizens are always the main audience. It is their story.

WHY DOES THE TOOL KIT LIKEN NEEDS ASSESSMENT TO STORYTELLING?

LENS tools are for use anywhere in the world; by specialists and non-specialists alike, and the results of LENSS are meant to be shared. Storytelling has the same features. It is used in all cultures; anyone can tell a story; and stories are meant to be told or shared.

WHAT CAN BE LEARNED BY READING A LENSS STORY PAGE?

A story page is produced for each affected locality that is part of a LENSS assessment. The story page provides the following information.

- What the locality needs in terms of shelter and settlement health-wise and for well-being
- The shelter and settlement situation – before and after the disaster
- How to reach the locality and how to communicate with people who live there
- How the local population and housing could change in subsequent weeks and months
- Damage to the living quarters and land
- Reconstruction and resettlement issues

HOW ARE STORY PAGES SHARED?

The story pages can be shared with others either in hard copy or electronically (e.g., fax or Internet). This also applies for all other LENSS tools, including question and answer forms.

HOW DOES STORY SHARING IMPROVE RESPONSE AND RECOVERY PLANNING?

The story exposes any gaps between the post-disaster situation and the future. For example, there may be a gap between the available living quarters and the projected population. There could be a gap between pre-disaster housing construction and lessons learned for disaster resistant construction. This type of evidence is needed to plan shelter and settlement response and recovery.

WHEN IS IT TIME TO USE LENSS TOOLS?

LENS assessment tools should be used starting as early as possible and hopefully within hours of a disaster. LENSS tools for orientation should be used outside of the disaster period.

WHY IS A SPECIALIZED ASSESSMENT FOR SHELTER AND SETTLEMENT REQUIRED?

It's not. LENSS suggests what shelter and settlement

data to ask for, who to ask, when to ask and how to share the answers. The data collection and sharing could be part of an assessment looking at more than just shelter. It's not the collection that is specialized, it's the data.

DOES THE LENSS TOOL KIT REPLACE OTHER ASSESSMENT METHODS?

LENSS assumes that information will come from many sources. This means an assisting humanitarian organization can use its own assessment methods and tools to gather information, then use LENSS forms to feed relevant information into a LENSS assessment.

CAN SO MANY TOOLS AND ASSESSMENTS CAUSE INVESTIGATIVE FATIGUE?

There are at least three reasons to be optimistic that LENSS will reduce assessment fatigue. First, questions are asked of many actors, instead of focusing on just a few. Second, questions are asked of actors based on what they are likely to know and when they are likely to know it. Moreover, as mentioned above, the data can be collected through joint assessments.

GLOSSARY

TABLE 3 - TERMS AND DEFINITIONS

Term	Definition	Ref²
adult	A person 18 years of age or over.	
affected locality	For the purposes of this tool kit, this refers to a locality (e.g., city, town, village) where either the population or the housing is affected by a disaster. This includes settlements hosting displaced populations.	
affected State	Refers to the country on whose territory people or property are affected by a disaster.	21
air pollution	Degradation of one or more elements or aspects in the atmosphere by noxious industrial, chemical or biological wastes, from debris of man-made products, or from mismanagement of natural and environmental resources.	24
animal disease outbreak	An outbreak of disease among animals, or contamination of animals.	24
armed conflict	A contested incompatibility that concerns government and/or territory where the use of armed force between two parties, of which at least one is the government of a country, results in at least 25 battle-related deaths.	9
assisting actor	Refers to any assisting humanitarian organization, State, foreign individual, or foreign private company providing charitable relief or other foreign entity responding to a disaster on the territory of the affected State or sending in-kind or cash donations.	21
assisting humanitarian organization	Refers to a foreign, regional, inter-governmental or international non-profit entity whose mandate and activities are primarily focused on humanitarian relief, recovery or development.	21
assisting State	Refers to a State providing disaster relief or initial recovery assistance, whether through civil or military contributions.	21
assessment	The information and analysis that forms the basis on which to plan and implement operations. An assessment is an essential pre-condition for effective operational planning.	3
avalanche	The down-slope movement of a large volume of snow/ice/rock material.	24
bliki	A blog that can be edited like a wiki; after an article is posted to the blog, it can be added to by a group of users authorized to do so by the bliki's originator, or in some cases, by any interested third party.	8
blizzard	A severe snow storm that lasts three or more hours, bringing low temperatures, strong winds and poor visibility due to blowing snow.	24
blog	Personal website similar to a diary.	8
building codes	Ordinances, regulations and standards controlling the design, construction, materials, alteration and occupancy of any structure to ensure human safety and welfare, including resistance to collapse and damage from natural hazards. Note: Building codes can include both technical and functional standards. They should incorporate the lessons of international experience and be tailored to national and local circumstances. A systematic regime of enforcement is a critically important feature of any building code.	1

²Numbers in the reference column refer to entries in the Appendix. Numbers within definitions refer to page numbers. Some definitions have been edited

Category 0 ... 4	<p>Damage assessment categories for visual surveys of living quarters and land as per the following.</p> <p>LIVING QUARTERS (Categories)</p> <p>LQ0 – no damage</p> <p>LQ1 – undamaged or minor damage; broken tiles, doors and windows; will require assistance</p> <p>LQ2 – partial damage; up to 30 percent roof damage; can be repaired</p> <p>LQ3 – severe damage, need for replacement of roof, floors, doors and windows; over 30 percent roof damage; can be repaired</p> <p>LQ4 – destroyed; needs complete reconstruction; cannot be repaired</p> <hr/> <p>LAND (Categories)</p> <p>L0 – habitable; accessible</p> <p>L1 – habitable; temporarily inaccessible</p> <p>L2 – habitability to be determined; temporarily inaccessible</p> <p>L3 – rendered uninhabitable; may be remedied</p> <p>L4 – submerged, destroyed or otherwise uninhabitable; cannot be remedied</p>	2
census	An official count or survey of a specific population.	8
children (child)	All individuals under the age of 18 (as defined in the Convention on the Rights of the Child)	11
clusters	Thematic groups composed around selected sectors or topics. For example, the Cluster Working Group on Early Recovery. See also sector	6
cold wave	A rapid fall in temperature within a 24-hour period which requires substantially increased protection to agricultural, industrial, commercial, and social activities. The temperature falls and minimum temperatures required to qualify as a cold wave will vary according to season and geographic location.	24
collective living quarters	Collective living quarters include structurally separate and independent places of abode intended for habitation by large groups of individuals or several households and occupied at the time of the census. Such quarters usually feature certain common facilities, such as cooking and toilet installations, baths, lounge rooms or dormitories, which are shared by the occupants. They may be further classified into hotels, rooming houses and other lodging houses, institutions and camps.	22
common	The mean time between threat occurrences is 0 – 1 year.	24
community labour	Community labour is understood as skilled and unskilled labour organized on a self-help or joint community basis. Special consideration may be required for vulnerable households. Community labour may be combined with other ways of engaging labour. See also contracted labour	2
compensation	Something granted to compensate for loss, suffering, or injury.	8
conflict	See armed conflict	
considerable	Refers to an initial supply and the ways and means to access replacements those present in the locality.	
contracted labour	Contracted labour is understood as skilled and unskilled labour organized on a contract basis by or for the beneficiaries (i.e., persons benefiting from the work). Contracted labour may be combined with other ways of hiring labour. See also community labour	

conventional dwelling	A conventional dwelling is a room or suite of rooms and its facilities in a permanent building or separate part thereof which, by the way it has been built, rebuilt or converted, is intended for habitation by one household and is not, at the time of the census, used wholly for other purposes. Such a dwelling should have a separate access to a street (direct or via a garden or grounds) or to a common space within the building (staircase, passage gallery, etc.).	22
coordinate (with)	Negotiate with (others) in order to work together effectively.	8
customary tenure system	This is a set of rules that have been adopted through custom and that define the rights of access to their particular natural resources by members of a specific social group. This also refers to the form of social endorsement of such rules.	20
cyclone / hurricane / typhoon	Large-scale closed circulation system created in the atmosphere above the Indian Ocean or South Pacific Ocean. Wind speeds can reach 64 knots or more. Normally cyclones create coastal hazards and dwindle rapidly over land areas. However, some remain dangerous for thousands of kilometers with sufficient energy to cross mid-latitude areas. Commonly referred to as hurricane for the western Atlantic and eastern Pacific and typhoon for the western Pacific.	24
damage	Negative impact on assets, capital infrastructure or any other type of physical (including natural) structure caused by an external event, i.e., a disaster.	6
damage assessment	For the purposes of this tool kit, damage assessment refers to a technical assessment of any negative impact on living quarters and land used for housing.	
data	Facts and statistics used for reference or analysis	8
database	A structured set of data held in a computer.	8
destroyed	Needs complete reconstruction; cannot be repaired	3
disaster	A serious disruption in the life of a community or society causing widespread human, material, economic or environmental losses which exceed the ability of the affected community or society to cope using its own resources. Note: Disasters are often described as the result of the combination of a natural hazard, vulnerable conditions, and insufficient capacity or measures to reduce, or cope with, the potential negative consequences. A disaster may also be seen as an outcome of the "risk process", i.e., the interactions of the above three factors over time that lead to the development of disaster risks and the materialization of that risk through disaster events.	1
dispersed settlement	This term describes the three transitional settlement options – namely, host families, rural and urban self-settlement – that are available to populations displaced by conflicts or natural disasters.	2
displaced populations	People who, for different reasons or circumstances, have been compelled to leave their homes. They may or may not reside in their country of origin, but are not legally regarded as refugees (UNDHA, 1992).	2
drought	Period of deficient moisture in the biosphere causing water shortages for plants, animals and human beings.	24

dwelling unit	A physical space with a private entrance that is occupied by one or more households. Such a unit may be part of a larger structure or dwelling. Also referred to as 'a unit'.	4
earthquake	Sudden break within the upper layers of the Earth, sometimes breaking the surface, resulting in ground vibration.	24
edit	Prepare (written material) for publication by way of correcting, summarizing or other alternations.	8
emergency shelter	Protection from wind, rain, freezing temperatures and direct sunlight is a minimum requirement. Minimum shelter area is 3.5 sq. m/person. Minimum total site area is 30.0 sq. m/person.	11
energy system outage	An interruption in or destruction of energy generation, transmission, distribution and/or consumption capability. This includes alternative (e.g. wind power, solar power), coal, hydropower, natural gas, nuclear, oil and petroleum systems.	24
epidemic	An outbreak of disease in a population within a specific region and/or country. This can include an unusual increase in the number of cases of an infectious disease which already exists in the population/region concerned, or in the appearance of an infection previously absent from the region. The length of onset of the disease may vary.	24
expand	Make or become larger or more extensive.	9
explosion	Blasts resulting from electrical discharge, internal pressure, ammunition or other detonating materials, incidents involving ships, aircraft or other vehicles, and overheating.	24
fire	Any instance of destructive and uncontrolled burning, including explosion of combustible solids, liquids or gases. This definition restricts fire incidents to those that may cause injury or death and those that may destroy or damage property with a value that can be expressed in monetary terms. Fire excludes the following: (1) Lightning or electrical discharge (2) Explosions resulting from internal pressure (not internal combustion) (3) Explosions of ammunition or other detonating materials (4) Incidents involving ships, aircraft, or other vehicles (5) Forest fires (6) Grass, brush or rubbish fires, except for harvestable produce (7) Overheating (heat without self-sustained combustion).	24
first-hand	From the original source or personal experience; direct: first-hand knowledge	8
flood	A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters or from the unusual and rapid accumulation or runoff of surface waters from any source. Includes flashfloods, i.e. a flood of short duration and abrupt rise with a relatively high peak rate of flow, usually resulting from a high intensity of rainfall over a small area. Also includes a Jökulhlaup, i.e. a flood that occurs as the result of the rapid melting of ice by volcanic activity beneath a large glacier.	24

focus group interviews	Focus group interviews are discussions guided by a facilitator with a group of selected individuals focusing on a specific issue. It is usually held at a later stage in the community assessment with a group of people from similar and often specialized backgrounds. These people include individuals who through their profession or interests are involved with the issue. Although the discussion may focus on a specific topic, group members can talk freely and spontaneously about the issue.	5
formal tenure regime	Such a regime exists where legislation and public institutions govern land and natural resource rights within a country's boundaries	20
framework	A supporting or underlying structure.	8
frequent	The mean time between threat occurrences is 0 – 5 years.	24
general	Affecting or concerning all or most people or things; not specialized or limited.	8
goal	In relation to a country operation, the desired overall result to be achieved through involvement with a beneficiary population or theme.	3
goods	Means the supplies intended to be provided to affected communities for relief or initial recovery.	21
hailstorm	Hail is a precipitation in the form of lumps of ice, larger than ice pellets, usually the size of peas or cherries but sometimes as large as oranges. A hailstorm is intense hail fall. Intensity depends on the number of particles and the surface wind speed driving them, but the degree of the hazard is also associated with the size of the particles.	24
hazard	A potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation. Note: Hazards have various origins, and can arise from natural processes (geological, hydrometeorological and biological) and human activities (environmental degradation and technological hazards). The term is used for both immediate hazard events as well as the latent hazard conditions that may cause future events. Actual hazard events can be characterized by magnitude or intensity, speed of onset, duration, and area of extent. For example, earthquakes occur rapidly and affect a relatively small area, whereas droughts are usually slow to develop and fade away but may affect large areas. In some cases hazards may be coupled, as in the flood that follows a hurricane or the tsunami that is created by an earthquake. Hazard risks may be described by the likely frequency of occurrence of different intensities for different areas, as determined from historical data or scientific analysis.	1
hazardous material release	Any uncontrolled spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment of chemical, biological, radiological or nuclear material.	24

heat wave	A heat wave is a prolonged period of excessive heat, often combined with excessive humidity. The threshold and duration of the event required to qualify as a heat wave varies with geographic location. Factors such as air temperature, radiant temperature, surface temperature, air humidity and wind speed generate the impacts associated with a heat wave.	24
heavy rain	Heavy or prolonged rainfall. The quantity and duration of the event required to qualify as heavy rain will vary with geographic location and season.	24
homeless	Means primary homelessness (or rooflessness). This category includes people living on the streets or without shelter that would fall within the scope of living quarters. See also roofless	22
host families	This refers to a transitional settlement option, consistent with the following definition: "sheltering the displaced population within the households of local families, or on land or in properties owned by them". (Corsellis and Vitale, 2005). (Note: the phrase 'host community' is also used in this tool kit.)	2
house	A structure that serves as the primary living quarters for one or more people. In the U.S. the structure is often referred to (anachronistically) as a single-family house, but it is more accurately characterized as a free-standing structure occupied on a regular basis by one or more people. See also conventional dwelling	4
household	The concept of household refers to the arrangements made by persons, individually or in groups, for providing themselves with food or other essentials for living. A household may be either: (1) A one-person household - that is to say, a person who makes provision for his or her own food or other essentials for living without combining with any other person to become a multi-person household; or (2) A multi-person household, i.e a group of two or more individuals living together who make common provision for food or other sustenance essentials. The persons in the group may pool their incomes and may, to a greater or lesser extent, have a common budget; they may be related or unrelated or a combination of persons both related and unrelated. The concept of household is known as the 'housekeeping' concept. It does not assume that the numbers of households and housing units are equal. Although the concept of housing unit implies that it is a space occupied by a single household, it may also be occupied by more than one household or as part of a household (for example, two nuclear households that share one housing unit for economic reasons or one household in a polygamous society routinely occupying two or more housing units.)	9
housing	Lodging or shelter for human habitation. The immediate physical environment, both within and outside of buildings, in which families and households live and which serves as shelter. Also, a government project to provide shelter to low-income groups (UN-Habitat, 1992).	2

housing unit	A housing unit is a separate and independent place of abode intended for habitation by a single household, or one not intended for habitation but occupied as living quarters by a household at the time of the census. (Housing units include conventional dwellings and other housing units such as semi-permanent housing units, mobile housing units and informal housing units)	22
housing units in permanent buildings not intended for human habitation	<p>Included in this category are housing units (in permanent buildings) that have not been built, constructed, converted or arranged for human habitation but are in use as living quarters at the time of the census. These include housing units in stables, barns, mills, garages, warehouses, offices, booths, etc.</p> <p>This category can also include buildings initially built for human habitation but later abandoned and cut off from basic services because of deterioration. These dilapidated buildings can be found still standing, especially in large cities, and marked out for demolition. They should be included in this category if inhabited.</p> <p>Premises that have been converted for human habitation, although not initially designed or constructed for this purpose, should not be included in this category.</p>	22
ice storm	Thick accretions of clear ice on exposed surfaces.	24
improvised housing units	An improvised housing unit is an independent, makeshift shelter or structure, built of waste materials and without a predetermined plan for the purpose of habitation by one household, and which is used as living quarters at the time of the census. Included in this category are areas of squatters' huts, poblaciones callampas (Chile), hongos (Peru), favelas (Brazil), sarifas (Iraq), jhuggis (India and Pakistan), gubuks (Indonesia), gecekondula (Turkey), barong barong (the Philippines) and any similar premises arranged and used as living quarters, though they may not comply with generally accepted habitation standards, and lack many of the characteristics of conventional dwellings. This type of housing unit is usually found in urban and suburban areas, particularly on the peripheries of major cities.	22

informal housing units	<p>The term “informal housing unit” refers to units devoid of many of the features of a conventional dwelling and are generally classified as unfit for human habitation, but that are used for that purpose at the time of the census. Therefore, it is neither a permanent structure nor one equipped with any of the essential facilities. Depending on national circumstances, countries should develop detailed instructions to distinguish between informal and semi-temporary housing units.</p> <p>Informal housing units comprise three subgroups, namely, “improvised housing units”, “housing units in permanent buildings not intended for human habitation” and “other informal housing units”. These units are either makeshift shelter made of waste materials and generally considered unfit for habitation (squatters’ huts, for example) or places that are not intended for human habitation although in use for that purpose at the time of the census (barns, warehouses, natural shelter etc.). Under almost all circumstances, such places of abode provide unacceptable housing standards; therefore, it can be useful to group them together when analysing housing conditions and assessing housing needs.</p>	22
informal land tenure system	This refers to a situation where neither formal nor customary legal frameworks are effective or appropriate; such a system may have its own rules, authorities and institutions. Its lack of legitimacy makes it an insecure land tenure system.	20
information flow	The successive compilation, confirmation, analysis and preparation of operational information for dissemination to decision-makers and other officers responding to an emergency or crisis.	7
information management	The sum of all activities, collection, processing, organization, and dissemination of information in order to help humanitarian actors to achieve their goals in an effective and timely manner. Such goals can include improved coordination, early warning, advocacy or transition. (OCHA)	4
insect infestation	Pervasive influx and development of insects or parasites affecting humans, animals, crops or materials.	24
install	Establish in a new place, condition, or role.	9
landslide	In general, all types of slope movements under the influence of gravity. More strictly refers to the downward slope movement of a large volume of rock and earth along one or several surfaces. Includes debris flow, hillside debris flow, hyper concentrated flows and mudflow.	24

land-use planning	The process undertaken by public authorities to identify, evaluate and decide on different options for the use of land areas, including consideration of long-term social and environmental objectives and the implications for various communities and interest groups, as well as the subsequent formulation and promulgation of plans that describe the allowed uses. Note: Land-use planning is a branch of physical and socio-economic planning by which public authorities regulate economic and other uses of land areas. It involves research and mapping, analysis of environmental and hazard data, formulation of alternative land-use decisions and design of long-range plans for various geographical and administrative scales. Land-use planning can help to mitigate disasters and reduce risks by discouraging settlements and construction of key installations in hazard-prone areas, including provision of service routes for transport, power, water, sewage and other critical facilities.	1
living quarters	Living quarters are either housing units or collective living quarters.	22
livelihoods	The ways in which people manage their lives in order to access the resources they need, individually and communally, such as food, water, clothing and shelter (Corsellis and Vitale, 2005).	2
locality	A distinct population cluster (also designated as inhabited place, populated centre, settlement, etc.) where people live in neighbouring sets of living quarters and that has a name or a locally recognized status. This includes fishing hamlets, mining camps, ranches, farms, market towns, villages, towns, cities and many other population clusters that meet the criteria specified above. (p. 123) Large urban municipalities are often divided into units (quarters, wards, barrios, etc.). (p. 41) Large localities can be part of an urban agglomeration. An urban agglomeration is not a locality per se, but is a larger geographical unit that may include more than one locality. (p. 123)	22
local infrastructure	The facilities enabling a local or host population to meet their communal needs, such as schools, hospitals, water-distribution systems, electricity grids, market services, roads and bridges (Corsellis and Vitale, 2005).	2
loss of structural integrity	Damage to a structure resulting in loss of assurance of its integrity.	24
major civil division	A large area below the national level: a State, province or department, for example. (p. 55)	22
mean	The average or central value of a set of quantities.	8
minor civil division	In some cases localities and the smallest civil division of a country may coincide. In others, however, even the smallest civil division may contain two or more localities.	22

mobile housing unit	A mobile housing unit is any type of living accommodation designed for transportation (such as a tent) or is a moving unit (such as a ship, boat, barge, vessel, yacht, railroad car, caravan, trailer, etc.) occupied as living quarters at the time of the census. Trailers and tents used as permanent living quarters are of special interest. Although mobile housing units are significantly different from other housing units in that they can be readily moved or transported, mobility in itself is not necessarily an indicator of poor standards. For the assessment of housing conditions in countries with a substantial number of mobile units, it may be useful to sub-classify them further, as tents, wagons, boats, trailers, etc.	22
natural hazards	Natural processes or phenomena that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation. Note: Natural hazards are a sub-category of hazards - see hazard	1
needs	Humanitarian or development interventions required to bridge the gap between identified deficits or losses and the situation aspired to by those affected / the stakeholders in a post-disaster or post-conflict situation. The sum of these locally identified or perceived needs can be synthesized in a sector or country recovery framework.	6
none	Not any.	8
normative	Relating to, or in the nature of, a standard or norm.	8
obstacle	A thing that obstructs one's way or hinders progress	8
occasional	The mean time between threat occurrences is 5 – 50 years.	24
operational information	Information which assisting humanitarian organizations use for disaster relief and initial recovery assistance.	
other informal housing units	This category refers to living quarters that are not intended for human habitation or located in permanent buildings but are used as living quarters at the time of the census. Caves and other natural shelter fall within this category.	22
outcome	A consequence. (An outcome is the result of activities and outputs. An outcome may be ultimate, intermediate or immediate.)	8
owner	This is the person who owns the relevant legal interest in the land as recognized by law.	20
pandemic	An epidemic that affects multiple geographic areas at the same time. The length of onset of the disease may vary.	24
parcel	A quantity or amount of something, particularly land.	8
P-coding	A method of assigning geographical locations a unique numerical identification code to aid in data compilation and analysis strategies.	4
persons with disabilities	People with mental and physical disability/impairments.	3
place code	See P-coding	
plant disease outbreak	An outbreak of disease among plants, or contamination of plants.	24

population transfer	Sudden and significant transfer of people from/to a specific region and/or country. May result from war or disasters. Includes situations where people are forced to move.	24
pyroclastic flow	Fast-moving avalanche of hot ash, rock fragments and gas that can move down the sides of a volcano during explosive eruptions or when the steep side of a growing lava dome collapses and breaks apart. These pyroclastic flows can be as hot as 1,500 degrees F (820 degrees C) and move at speeds of between 100 miles (160 km) per hour and 150 miles (240 km) per hour. Such flows tend to follow valleys and are capable of knocking down and burning everything in their path.	2
rare	The mean time between threat occurrences is greater than 100 years.	24
refugee	Due to the length of the full definition of the term 'refugee', only the key sentence is reproduced here: "the term 'refugee' shall apply to any person who [...] owing to well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group or political opinion, is outside the country of his nationality and is unable or, owing to such fear, is unwilling to avail himself of the protection of that country; or who, not having a nationality and being outside the country of his former habitual residence as a result of such events, is unable or, owing to such fear, is unwilling to return to it." (UNHCR, 1951/1967)	2
registration	The action or process of registering or of being registered	8
relocation	See resettlement	2
relief	See response	1
remittance	Remittances are defined as the sum of workers' remittances, compensation of employees and migrants' transfers. (World Bank)	17
renter	A person who rents a flat, car, etc.	8
repair	Restoration to sound condition or working order following decay, damage or partial destruction. Adding or altering as required to restore property in compliance with standards and specifications (UN-Habitat, 1992).	2
response	The provision of assistance or intervention, during or immediately after a disaster, to meet the life preservation and basic subsistence needs of those affected.	1
restitution	The restoration of something lost or stolen to its proper owner.	8
retrofitting (or upgrading)	Reinforcement or upgrading of existing structures to make them more resistant and resilient to the forces of natural hazards. Note: Retrofitting requires consideration of the design and function of the structure, the stresses that the structure may be subject to from specific hazards or hazard scenarios, and the practicality and costs of various retrofitting options. Examples of retrofitting include the adding of diagonal bracing members or bracing sheets, filling in openings to stiffen walls, reinforcing pillars, removal or strengthening of overhanging features, relocating utility lines and critical facilities like computers and air conditioning plant, adding steel ties between walls and roofs, providing windows with shutters, and improving escape routes.	1

resources	Elements such as material items, people, capacities, knowledge and skills or men, women, boys, girls, and funds which can be applied to meet needs and produce an intended result.	3
roads	Motorways, highways, main or national roads, and secondary or regional roads. A motorway is a road specially designed and built for motor vehicles that separates the traffic flowing in opposite directions. Total road network: Includes motorways, highways and main or national roads, secondary or regional roads, and all other roads in a country. Paved roads: Roads surfaced with crushed stone (macadam) and hydrocarbon binder or bitumized agents, with concrete or cobblestones, as a percentage of all of the country's roads measured by length.	12
roofless	People living on the streets, or without a shelter that would fall within the scope of living quarters. See also homeless	22
sandstorm	A strong wind in a desert carrying clouds of sand	8
sector	A sphere of activity. See also cluster	8
seldom	The mean time between threat occurrences is 50 – 100 years.	24
semi-permanent dwelling	The term “semi-permanent housing unit” refers to a structure that has been built in a way such that it is not expected to last as long as a conventional dwelling, but has some of the main features and facilities of a conventional dwelling. As discussed earlier, durability must be specifically defined on the basis of national standards and practices. The number of these units in some countries and areas may be substantial. Semi-permanent housing is not to be confused with informal housing.	22
settlement	A set of covered living spaces providing a secure, healthy living environment with privacy and dignity for the groups, families and individuals residing within them (Corsellis and Vitale, 2005). See also locality	2
shelter	A habitable covered living space, providing a secure, healthy living environment with privacy and dignity for the groups, families and individuals residing within it (Corsellis and Vitale, 2005).	2
snowstorm	Any storm involving snow. The amount of snow required to qualify as a snowstorm varies with the season and with geographic location.	24
social facilities	For the purpose of this document, this term includes facilities for healthcare, schools and places of worship.	25
some	Refers to an initial supply, but without ways and means to access replacements for those present in the locality.	
specialist	An individual who is highly skilled or knowledgeable in a particular field.	8
squatter household	A household who built a structure that it occupies, on land for which they have no title. Squatter settlements are typically built on the fringes of large cities without predetermined plans or any legal validation. Most of the structures in these settlements fall into the category of ‘marginal housing unit’, although they may also consist of more solid structures.	12
standard	A specific fixed point or range on the variable scale (indicator) that must be reached or maintained to avoid occurrence of unacceptable conditions for refugees and persons of concern or unacceptable levels of performance.	3

storm surge	The difference in ocean water level between the predicted astronomical tide and the actual observed water level (due to atmospheric conditions such as wind and pressure).	24
subsidence	Lowering or sinking of ground surface.	24
telecommunication system outage	The interruption or destruction of a major telecommunication transmission system (optic fibre, microwave, radio, satellite or twisted pair cable).	24
tent	Portable shelter with a cover and a structure (UN/OCHA, 2004).	2
tenure	Tenure refers to the arrangements under which a household occupies all or part of a housing unit.	34
threat	The combination of the presence of a hazard and an exposure pathway.	7
tornado	A violently rotating storm of small diameter; the most violent weather phenomenon. Occurs in very severe thunderstorms and appears as a funnel cloud extending from the base of a cumulonimbus to the ground.	24
transitional settlement	The processes by which populations affected and displaced by conflict or natural disasters achieve settlement and shelter throughout the period of their displacement, prior to beginning transitional reconstruction. Note: Transitional settlement options include: host families, urban self-settlement, rural self-settlement, collective centres and self-settled camps and planned camps.	2
transitional shelter	Family shelter that provides a habitable covered living space and a secure, healthy living environment, with privacy and dignity, for both displaced or non-displaced occupants over the period between a conflict or natural disaster and the completion of transitional reconstruction, and one that is intended to be relocated, upgraded, or disassembled for materials and that may be supported as an assistance method.	2
transportation system outage	The interruption or destruction of a transportation system (air, marine, rail or road).	24
tsunami	Tsunamis are large waves which inundate low-lying coastal areas. Most tsunamis result from tectonic displacement of the sea bed associated with earthquakes under the oceans, but they can also be caused by volcanic eruptions and large rock falls into confined bays. Seiches are smaller waves occurring in lakes and reservoirs, usually at some distance from an earthquake source.	24
unaccompanied elder	A person over the age of 60 without a younger adult to provide for them.	
unaccompanied minor (child)	A person under the age of 18 without an adult to provide for them.	
uniform resource locator (URL)	The address of a Word Wide Web page.	8
upgrading	See retrofitting	
user rights	Rights to use land for residential or economic purposes (including grazing, growing subsistence crops and gathering minor forestry products).	9
utility system outage	An interruption in or destruction of a utility system.	24
vandalism	The deliberate physical destruction and/or damage of property.	24

volcanic eruption	The discharge (aerially explosive) of fragmentary ejecta, lava and gases from a volcanic vent.	24
vulnerable groups	The groups most frequently at risk in disasters are women, children, older people, disabled people and people living with HIV/AIDS (PLWH/A). In certain contexts, people may also become vulnerable by reason of ethnic origin, religious or political affiliation, or displacement. This is not an exhaustive list, but it includes those most frequently identified. Specific vulnerabilities influence people's ability to cope and survive in a disaster, and those most at risk should be identified in each specific context: the term 'vulnerable groups' refers to all these groups.	25
water pollution	Deterioration of one or more elements or aspects in the hydrosphere by noxious industrial, chemical or biological wastes, from debris or man-made products and from mismanagement of natural and environmental resources.	24
ways and means	The methods and resources for achieving something	8
wiki	Wiki is a type of website that is developed collaboratively by a group of users, and can be easily added to or edited by anyone (known as 'open editing').	8
wildfire	Uncontrolled rural fires including forest fires, scrub fires.	24
windstorm	Storm force winds in excess of 91 km/h or 48-63 knots. Severe windstorms are frequently accompanied by heavy rain and may be associated with deep mid-latitude depressions.	24
wood	The hard fibrous material forming the main substance of the trunk or branches of a tree or shrub, used for fuel or timber. Note: Wood can be used for poorly constructed huts or well-constructed buildings alike. Information on the type of wood used is important for quality assessment.	8, 22
workers' remittances	Workers' remittances are money transfers by migrants who are considered residents in the destination country. (IMF BoP)	17

THE LENS APPROACH EXPLAINED

INTRODUCTION

The LENS Tool Kit is designed to alleviate the difficulties of shelter and settlement needs assessment in the immediate aftermath of a disaster and before the recovery phase. The following describes the LENS approach.

METHODS

LENS draws on two methods for a well-articulated and focused assessment of shelter and settlement needs. These methods include an estimate of the situation and census taking.

An estimate of the situation is a commonplace instrument in military and disaster management communities. It refers to a logical process of reasoning by which a leader considers the circumstances affecting the situation and arrives at a decision as to the course of action to be taken in order to accomplish their assigned mission. This may also be called an assessment of the situation.

The essential features LENS draws on are the logical process and the focus on a single decision-maker or authority. Under LENS, the authority in charge of assessing shelter and settlement needs is the locality.

A population census includes collecting, compiling, evaluating, analysing and publishing or otherwise disseminating demographic, economic and social data pertaining, at a specified time, to the population of a country or in a specific part of a country. A housing census includes collecting, compiling, evaluating, analysing and publishing or otherwise disseminating statistical data pertaining, at a specified time, to all living quarters and occupants thereof in a country or a specific part of a country. (Ref 22) Population and housing censuses share the following defining features: individual enumeration, universality within a defined territory, simultaneity and defined frequency. (Ref 22)

The combined logic, authority, subject matter focus and discipline of the two methods are essential to any timely and effective assessment of shelter and settlement needs.

In academic and professional terms, LENS is neither an estimate of the situation nor a census. In practical terms, which matter most to an affected population, LENS is a tightly-focused assessment tool kit and one likely to secure timely and effective shelter and settlement assistance.

AFFECTED LOCALITY AS THE ORGANIZING UNIT FOR DATA

LENS tools are used to collect specific data about shelter and settlement in an affected locality, to record those elements as a story for the locality, and to ensure the locality has that story to inform the shelter and settlement aspects of its response and recovery strategies.

These shelter and settlement decisions are inextricably connected to the right to adequate housing. That right rests with individuals. Therefore, LENS supports shelter needs assessment at the lowest geographical and organizational level where individuals are represented – the locality.

It is also important to share that information with assisting actors – including humanitarian organizations – and the affected population. This is what LENS sets out to accomplish. In this process, the method must overcome a number of challenges typically confronting localities.

LACK OF CRITICAL DATA

In the aftermath of a disaster, the population and decision-makers may be displaced away from the locality. Records may be inaccessible or destroyed.

Even where a population is not displaced, in the aftermath of an event such as an earthquake or a tsunami nothing more than a mental map of a village may be left. Places – housing units, roads, landmarks – and people may all be lost. In addition, information about surrounding localities is likely to be missing, conflicting or confusing.

These challenges are compounded when conflicting priorities and more pressing demands distract localities from shelter and settlement assessment. Another compounding factor is the rapid, significant and repeated population shifts which often affect localities in a post-disaster period. Registration data may not be available to decision-makers in the locality of origin. It may be difficult or even impossible for a locality to determine on its own how many people will live in that community tomorrow.

For all these reasons, LENS is purpose-built to provide localities with the data required for a shelter and settlement needs assessment. This is a significant change from previously available assessment tools, which focused on extracting data from a locality and its citizens.

LACK OF CRITICAL SOCIAL TIES

According to an old Irish saying, “People live in the shadow of one another.” Any community will know the others in its ‘shadow’. However, a disaster can have the effect of extending the ‘shadow’ (for example, through population transfers). Lack of familiarity and social ties can hinder information flows and, therefore, proper needs assessment.

This difficulty is compounded because information flows often go nowhere: even where neighbours know each other.

Disaster research provides a number of reasons for this. Assisting actors tend to give priority to their own information needs rather than the overall response effort. Even when there is a willingness to work together, information flow problems can arise where communities use different terminologies and procedures to exchange information. Quite often, information flows fail simply because those actors who have information do not realize that others may also need it, or they may believe that those other actors who need the information already have it.

LENS is purpose-built to facilitate information flows between affected localities, whether they are neighbours or more remote.

TRANSPARENCY AND INFORMATION FLOWS

LENS likens needs assessment to storytelling because storytelling is used in all cultures; anyone can tell a story; and stories are meant to be shared. This narrative approach promotes participation, transparency and public information.

The latter is particularly important. The benefits of having information are no less real than the benefits of having tents, building materials, bedding and cooking fuel. It is the first step toward response and recovery. It can also reduce unwarranted fear and anxiety.

ACCESS TO INFORMATION AND TELECOMMUNICATIONS TECHNOLOGY

Not all localities have the same access to information and telecommunications technology (Internet, WWW, computers and software). LENS is built to enable localities to take advantage of their information and telecommunications technology and to avoid disadvantages where the technology is not available, is damaged or is not compatible with others.

APPLICABLE EVENTS AND HAZARDS

LENS is valid for any disaster, whether conflict-generated or triggered by a natural hazard. The resource is always available to affected States and their localities. It can be used whether or not international assistance is formally requested.

APPLICABLE DATA

The Cluster Approach, established by the Inter-Agency Standing Committee (IASC) of the United Nations, ensures deployment of a clear system of leadership and accountability for all key sectors or areas of international humanitarian response. The Emergency Shelter Cluster aims to complement Government and civil society efforts in providing all disaster-affected people with safe, appropriate, habitable shelter (at least one safe room per household) and dignity as per defined international standards. (Ref 10)

Under LENSS, the standards foreshadow the outcomes or endings for the post-disaster shelter and settlement story. More precisely, LENSS specifies the following expected outcomes (in alphabetical order).

- Access to information about shelter and settlement outcomes
- Attention to the needs of those most frequently, though not consistently at risk from disasters
- Basic goods and supplies to meet personal hygiene needs
- Basic goods and supplies to build, maintain or repair shelters
- Basic goods and supplies to prepare and eat food
- Basic goods and supplies to provide thermal comfort
- Disaster risk reduction
- Distance or protection from security threats, disease, or other natural and safety hazards
- Freedom of movement in/out of settlements
- Return to county/settlement of origin where possible or dispersed settlements
- Shelter
- Strategic planning covering land use, tenure, livelihoods and local infrastructure in addition to shelter options

The LENSS data collection plan suggests about 80 facts and statistics which needs assessment should ask. The majority are included in order to find out how the locality is faring in terms of the outcomes. Additional elements are included for information management purposes or to explain the baseline situation.

The data elements meet the following criteria: There must be a reasonable expectation that a data source exists. The data must be collected promptly if it is to be accurate. It must easily turned into statistics and easy to analyse through a database. The data must be relevant for decision-making in the response and recovery phase. Finally, there must be a reasonable expectation that the data could be included in a joint assessment (i.e., multi-sector assessment)

DATA SOURCES

As mentioned, there must be a reasonable expectation

that a data source exists for each element. The suggested data sources are based on these assumptions.

Firstly, data collection should start as soon as possible, preferably within hours of a disaster, and continue until strategic plans for shelter response and recovery are agreed on. Secondary data (e.g. population and housing census) may be useful in the early stages of a needs assessment to form an initial notion of shelter and settlement needs.

Secondly, data may be requested or contributed electronically or in hard copy.

Thirdly, LENSS data may be collected as part of a joint (i.e. multi-cluster) assessment as long as the data is consistent with the LENSS data collection plan. Data should be collected from the affected households of the locality regardless of whether the households have moved in the aftermath of the disaster

Fourthly, most data elements should be suited to contributions by non-specialists. However, some data elements may require specialist involvement.

Fifthly, any data collected must be freely available: critical or sensitive data is neither sought nor accepted.

The suggested data sources are as follows (in alphabetical order): affected State; assisting actors; business sector; census authority; damage assessment; first-hand observers; hazard assessment; locality; persons most frequently at risk in disasters; registration; and specified sites on the World Wide Web.

The locality is considered the most important and credible source. Other data sources are included for two reasons. One is to overcome the common difficulties confronting the localities, as set out earlier in this section. The second reason is to ensure that households in the affected locality and persons in groups most frequently at risk in a disaster have a voice in the story.

In practice, the point of contact for the locality may be someone other than a government official. As a result of the disaster, people may be killed, injured, displaced, or lack telecommunication access, etc.

The situation is not a normal one. Since time is of the essence, the defining features of acceptable local representatives (point of contact) must be wide-ranging.

The local representative must be a local resident, preferably a government official. However, the local representative can also be any of the following (in alphabetical order): community group leader; ethnic group leader; local government staff member; religious leader; or surviving citizen.

It is not for an assisting (e.g. a humanitarian) actor to represent a locality. In the absence of any of the above representatives, the national government should be consulted over the practicalities of shelter and settlement needs assessment.

Finally, it is neither assumed nor required that all data sources be available. That is why multiple sources are suggested for most elements.

DATA COLLECTION

LENS assumes that data collection will begin as soon as possible following a disaster, and ideally within hours of a disaster.

Data collection and assessment will be an ongoing process. This will continue until both a response and a recovery strategy are developed. The contents of LENS tools (e.g. data collection plan and Q&As) are organised as follows: supporting data for response needs is sought first, followed closely by, or maybe even overlapping with data collection related to recovery needs.

LENS INFORMATION MANAGEMENT TEAM

LENS assumes that a central team is in place to manage data collection and sharing. The team is called the LENS Team. Where only one locality is involved, the team is established at the local level. Where multiple localities are involved, the LENS Team will likely be established at the national level. Either way, the team is responsible for the checklist in this tool kit.

APPENDIX

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