**ALERTS GUIDANCE NOTE**

**For: MEMBERS**

1. **How to complete the alert format**

***Please note that the document is an interactive word document that is locked. It will only permit you to choose options, tick boxes and enter text in designated spaces. Those spaces are identifiable by the words “Choose an item”, a box “”, or “Click here to enter text” and are highlighted in yellow.***

***Section 1***: ***SITUATION***

* Select the most appropriate option to describe the time of day (when) the crisis occurred in the space labelled “choose an item” (time of day)
* Select the day of the week when the crisis occurred in the space labelled “choose an item” (day of the week)
* Select a date from the drop down calendar when the crisis occurred “click to enter the date” (date crisis occurred)
* Select the most appropriate terminology to describe the location where the crisis occurred “choose an item” (location of crisis)
* Enter the name of the location where the crisis occurred in the space labelled “click to enter text here” (name of location)
* Enter the name of the country where the crisis occurred in the space labelled “click here to enter text” (name of country)
* Enter text to describe the event in the space labelled “click here to enter text” (describe event). Please note that there are glossary terms that are listed below to help provide you with some technical terms relevant to that specific disaster.

***Section 2***: ***NEEDS***

* Select the most appropriate terminology to describe the location where the crisis occurred “choose an item” (location of crisis)
* Tick (x) on all the boxes that are relevant
* Optional. Select a vulnerable group from the list in the space labelled “choose an item” (vulnerable group)
* Optional. Explain why this group is particularly vulnerable due to the crisis in the space labelled “click to enter text” (explain why)

***Section 3***: ***STAKEHOLDERS***

* Tick off all the relevant actors which are responding in the crisis and in the third column in the spaces labelled “click here to enter text” (Insert description) write down what actions are being taken by the actors that are responding.
* Enter the name(s) of the organization/government body coordinating the response in the space labelled “click here to enter text” (Insert name of coordinating body)
* Enter the type of coordination meetings that the members will likely attend “click here to enter text” (types of meetings, ex: cluster, TWiG, etc.)

***Section 4***: ***ACT Alliance***

* Tick any of the boxes that are relevant to the actions that the Forum will undertake. Fill out all the interactive spaces accordingly that correspond to the ticked boxes