**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”. These spaces are highlighted in yellow.***

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

* Write a description of the event in the space labelled “click to enter text” (describe situation). Please note that the description should be no more than ¼ of a page long.

There are examples of sentences and specific glossary terms to help you write out the description.

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

* Write a description of the needs in the space labelled “click to enter text” (description of needs). Please note that the description should be no more than ¼ of a page long.
* 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 (click here to enter text) accordingly that correspond to the ticked boxes