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| **Alert note** |
| *Please write country crisis and date of submission here (for example, Afghanistan Conflict, 31 December 2021)* |

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| The **alert note** is intended to alert all ACT Alliance members to an emerging emergency situation. It provides basic information to inform decision making within the Alliance regarding possible response options and it also forms the ‘immediate assessment’ of the situation and needs in the affected areas. An alert note should be completed **as soon as it becomes obvious there is a humanitarian emergency**.  The information in the alert note should be kept **short and concise**. Where you do not have information to address a question identified below simply state that the information is not currently available. You will not be expected to have all the information detailed below in the early stages of an emergency.  The alert note should be completed by the forum and sent to the Regional Humanitarian Programme Coordinator for review and circulation, with a copy to the Regional Representative. |

**Completed by:** [insert name of the person who drafted the alert]

**Date completed:**

**Forum:**

**Type of emergency:**

**Date of emergency (if rapid onset):**

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| **Funding Survey**  If the forum indicates a plan to launch an appeal, we request funding members to please fill out this [survey form](https://forms.office.com/Pages/ShareFormPage.aspx?id=eviglqwOsUqKJ9-kiNdrsoqQjLgdcoJEiXZ1Pu_TcCVUMVoyRjYyT1cwSEtEQllQSzZHRE40NlBMVSQlQCN0PWcu&sharetoken=UVdLx8kmyWCde4kUdJus) which will help the **Emergency Steering Committee** assess the funding environment for this response. Please respond to this survey *within 24 hours of Alert publication*. |

*Note: Please write your inputs below each section heading. Text in red guides you on the information required under each heading.*

*Note to HPOs: Please delete all text written in red when you edit this document.*

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| 1. **The nature of the emergency** *(including type of emergency, causes of the emergency, key dates)* |
| Please type your response here |
| 1. **The impact and scale of the emergency** *(please include your source of information with links if possible)*    1. *Based on the forum’s initial assessment, would this be a small, medium, or large-scale emergency?*    2. *geographical areas and characteristics*    3. *numbers and characteristics of people affected (disaggregated by gender, age, ethnicity etc where possible)*    4. *how the people have been affected (destruction, displacement, effects on homes, livelihood etc – quantitative data if possible), who are the most affected, and why the impact of the disaster is catastrophic for the most affected.*    5. *short- and long-term consequences for the people (including livelihoods, protection etc)* |
| Please type your response here |
| 1. **Local and national capacity**    1. *How are people coping?*    2. *What local structures/resources are available to deal with the disaster?*    3. *What is the plan and current response of local and central government (including existence of contingency plans)? Does the country have a national emergency response plan and is this being implemented?*    4. *What is the plan and response of national and international organisations, including the UN?*    5. *Is there a country coordination mechanism or a UN cluster system including working groups and has this been activated?* |
| Please type your response here |
| 1. **Key needs and gaps**    1. *What are the major needs and gaps that are foreseen geographically and in sectors based on Sphere standards in addressing the needs of the affected population? Please refer to government assessments and response plans, and UN OCHA, if this is available.*    2. *How has these needs and gaps been addressed and by whom?*    3. *What are the existing gaps in information and when might these be addressed?* |
| Please type your response here |
| Please indicate whether you are considering:   |  |  | | --- | --- | |  | Indicate your intention with an **X** below | | Rapid Response Fund *(intended for small and medium scale emergencies)* |  | | Appeal *(intended for large scale emergencies)* |  |   *If you indicate an intention to launch an appeal, the secretariat will activate an Emergency Steering Committee meeting within two working days on receipt of this alert.* |
| 1. **Forum Capacity and members intention to respond** *(Please refer to your EPRP and Contingency Plan, you can add rows if needed)* |
| |  |  |  | | --- | --- | --- | | **ACT Member** | **Geographical focus** | **Sectors of expertise and experience** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
| 1. **Potential responses** *(please refer to your EPRP)*    1. *Based on your initial needs assessment, what are your initial plans and options to respond?*    2. *What support would forum members need to respond in this way?* |
| Please type your response here |