



GOVERNMENT OF SOLOMON ISLANDS

The Ministry of Environment, Climate Change, Disaster Management and Meteorology

DISASTER IMPACT ASSESSMENT GUIDANCE FOR THE SOLOMON ISLANDS

VERSION: 1.0



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TABLE OF CONTENTS

ACRONYMS	5
ACKNOWLEDGEMENT	6
EXECUTIVE SUMMARY	7
BACKGROUND	8
<hr/>	
PART ONE: OVERVIEW AND TIMELINE	9
1.1: ABOUT THE GUIDANCE	9
1.2: GUIDING PRINCIPLES OF THE ASSESSMENTS.	9
1.3: PURPOSE OF THIS GUIDANCE	9
1.4: SCOPE AND AUDIENCE	10
1.5: WHY COORDINATE ASSESSMENTS?	10
1.6: OVERVIEW OF DIFFERENT STAGES OF ASSESSMENTS	10
1.7: ASSESSMENT PHASES, TIMELINE AND PRODUCTS	11
1.8: PREPAREDNESS FOR ASSESSMENT	11
<hr/>	
PART TWO: ROLES AND RESPONSIBILITES IN ASSESSMENT	11
<hr/>	
PART THREE: ASSESSMENT PRODUCTS AND REPORTING	12
3.1: ASSESSMENT PRODUCTS	12
3.2: ASSESSMENT INFORMATION AND REPORTING FLOW DIAGRAM	13
<hr/>	
PART FOUR: ISO, IDA AND DSA	13
4.1 SETTING UP FOR THE ASSESSMENT PROCESS	13
4.1 THE INITIAL SITUATIONAL OVERVIEW (ISO)	14
4.1.1 PURPOSE AND SCOPE	14
4.1.2 PLANNING FOR AN ISO	14
4.1.3 CONDUCTING AN ISO	15
4.2 INITIAL DAMAGE ASSESSMENT (IDA)	17
4.2.1 PURPOSE AND SCOPE	17
4.2.2: PLANNING FOR AN IDA	17
4.2.3: COMMUNICATING THE PLAN	17
4.2.4: IMPLEMENTING THE IDA PLAN	17
4.2.5: ROLES AND FUNCTIONS FOR IDA	17
4.3. DETAILED SECTOR ASSESSMENTS (DSA)	18
4.3.1 PURPOSE AND SCOPE	18
4.3.2 BASIS FOR DSA.	19
5.0 CONCLUSION	19
BIBLIOGRAPHY	19
<hr/>	
ANNEXES	20
ANNEX 1: ASSESSMENT FORMS.	20
ANNEX 2: INSTALLATION INSTRUCTION FOR KOBO COLLECT.	20
ANNEX 3: REPORTING TEMPLATES	20

ACRONYMS

AIMFT	Assessment and Information Management Function Team
DIMS	Disaster Information Management System
DRR	Disaster Risk Reduction
DSA	Detail Sector Assessment
HAP	Humanitarian Action Plan
IASC	Inter-Agency Standing committee
IDA	Initial Damage Assessment
IM	Information Management
INGO	International Non-Government Organisation
ISO	Initial Situation Overview
MIRA	Multi-agency Initial Rapid Assessment
NDC	National Disaster Council
NDMO	National Disaster Management Office
N-DOC	National Disaster Operations Committee
N-DM Plan	National Disaster Management Plan
NEOC	National Emergency Operation Centre
NEOC FT	National Emergency Operation Centre Function Team
NERT	National Emergency Response Team
NFI	Non Food Item
NGO	Non-Government Organisation
PDC	Provincial Disaster Committee
PDMO	Provincial Disaster Management Office
PDNA	Post Disaster Needs Assessment
P-DOC	Provincial Disaster Operation Committee
PEOC	Provincial Emergency Operation Centre
PERT	Provincial Emergency Response Team
PHP	Pacific Humanitarian Program
PIR	Past Information Review
SIG	Solomon Island Government
SIRC	Solomon Island Red Cross
Sitrep	Situation Report
TWG	Technical Working Group
VDRC	Village Disaster Risk Committee

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EXECUTIVE SUMMARY

Lessons learnt from past disasters in the Solomon Islands, have highlighted a need for improved data management, information sharing and coordinated assessments. Uncoordinated assessments, duplicated information, and conflicting data sets; resulted in an unclear understanding of the situation, hampering effective decision making during responses.

These lessons learnt have driven the National Disaster Management Office to produce a standard assessment and information management process. The process encompasses all local, national and international actors with a presence during a disaster. This process is intended to meet the needs identified above.

The overall purpose of the guidance is to outline the assessment process during an onset of a disaster. Highlighting the timeframes, roles & responsibilities, tools, and products produced. The timeframe for the assessment is divided into three phases from the first 72 hours to several weeks after the disaster. The tools used included secondary data reviews, Kobo toolbox and GIS mapping. These tools support the production of several key documents, namely the initial situation overview (first 72 hours), the initial damage assessment (within the first two weeks) and the detailed sector assessment (in the third and fourth week). These products are designed to inform decision-making and response. This enables Solomon Islands Government (SIG) to lead the response, supported by other agencies and partners. While avoiding dependence on external agencies.

Timely, accurate and meaningful information is central to assessment process and in turn the national disaster response procedures.

BACKGROUND

The Solomon Islands is a large, dispersed archipelago comprised of six main islands (Guadalcanal, Malaita, Makira, Isabel, Choiseul, and New Georgia) and approximately 1,000 smaller islands. With a land area of 28,450 square kilometres, the Solomon Islands consists mainly of mountainous, heavily forested, volcanic islands and a few low-lying coral atolls, extending over 1,450 kilometres in a southeast direction in the western Pacific.

The countries location in the western Pacific places it in the tracks of tropical cyclones. The Solomon Islands are also influenced by El Niño and La Niña cycles, which bring increased risks of droughts and floods, respectively. Furthermore climate change threatens to exacerbate the risks posed from tropical cyclones.

World Risk Report (2017) ranked the Solomon Islands the 6th highest country in the world for natural hazards risk. It's exposed to a wide range of geophysical, hydrological, and climatic hazards, also including volcanic eruptions, earthquakes, tsunamis and landslides. Over the past ten years there have been six major natural disasters (two earthquakes - one with an associated tsunami - and four tropical cyclones) directly impacting well over 100,000 people and causing more than 100 fatalities.

The April 2007 earthquake and tsunami impacted both Western and Choiseul provinces. Fifty-two people died, and 6,000 buildings (including homes, schools and hospitals) were damaged or destroyed. The cost of reconstruction from that disaster was estimated at around US\$100 million or 80% of the national recurrent budget.

The Solomon Islands is expected to incur, on average, US\$20.5 million per year in losses due to earthquakes and tropical cyclones. In the next 50 years, the Solomon Islands has a 50% chance of experiencing a loss exceeding US\$240 million and casualties exceeding 1,600. Furthermore there's 10% chance of experiencing a loss exceeding US\$530 million, with casualties exceeding 4,600 (PACRAFI, 2015).



PART ONE: OVERVIEW AND TIMELINE

1.1: ABOUT THE MANUAL

In times of disaster it is difficult to process large amounts of information quickly and correctly; cognitive overload and confusion arise, leading to costly delays and errors. This Operational Guidance promotes a coordinated and disciplined approach to assessments, in order to build the common picture of the impacts of disaster in a timely manner.

This guidance is divided into four parts:

Part One: Overview and timeline– Consists of the principle, purpose, scope and structures and functions of the NEOC AIM Functional Team.

Part Two: Assessment Set-up and Activation – Outlines activation process and the actual set up for the assessment process.

Part Three: Assessment Reporting and products - Outlines the different assessment products and the reporting structure of the disaster assessment.

Part Four: The ISO, IDA and DSA – Outlines the details of different assessment types, this includes purpose, scope drivers, functions and roles and responsibilities of the Initial Situation overview (ISO), Initial Damage Assessment (IDA) and Detailed Sector Assessment (DSA).

1.2: GUIDING PRINCIPLES OF THE ASSESSMENTS

The fundamental principles by which the assessment guidance is formulated are:

- a) **Supporting Self-help and avoiding dependency** – Assessment design and implementation must support affected people and avoid individuals becoming dependent. Community participation must be encouraged through collaboration and partnership.
- b) **Timeliness** – Collecting and analysing information in a timely manner is vital. This guidance highlights the importance of timely implementation of assessment in order to achieve dynamic outputs for timely response.
- c) **Information sharing** – Information sharing is critical in disaster assessment process. National and Provincial government agencies, Communities, Private Sectors and other responding agencies must share information in order to build the picture of the impacts of disaster.
- d) **Making judgements** – Proper judgement with limited information is paramount to identify impacts and priority for action. Every piece of information needs to be judged without bias.
- e) **Multi-agency** – The assessment process encourages multi-agency working. Processes for the involvement and coordination of SIG agencies, Provincial Government, NGOs and partners are included.

1.3: PURPOSE OF THIS GUIDANCE

This document was developed with the intention to:

- Set out a standard assessment procedure for disaster responders, this includes the SIG/N-DOC/N-DOC sector committees/NEOC/P-DOC/P-DOC sector committees/ PEOC and other local and international humanitarian responders.
- To better conduct assessment and provide reliable information for informed decision-making and response planning.
- To guide the implementation of the ISO, IDA and DSA, with clear roles and responsibilities at each level.

1.4: SCOPE AND AUDIENCE

The guidance is designed to encourage a time bound approach to disaster assessment and clearly outline the purposes and functions of the different phases in the required stages of the Disaster assessment.

The intended users of the guidance are SIG/N-DOC/N-DOC sector committees/ NEOC/ P-DOC/ P-DOC sector committees/ PEOC and other local and international humanitarian responders and community leaders.

1.5: WHY COORDINATE ASSESSMENTS?

The benefits are enormous if organizations coordinate assessments and use shared information management systems. In particular, the coordination of assessments is crucial in ensuring solid inter-sectoral analysis - and therefore better decision-making and planning during disasters.

The purpose of coordinating assessments is to:

- Recognize government leadership in the process
- Promote inter-agency partnership and collaboration
- Build a timely picture of the scope and scale of the disaster impacts
- Establish an understanding of the priority needs from an integrated perspective;
- Provide for sector committees and agencies to analyse and decide on the most appropriate strategies to support affected the communities;
- Make efficient use of the resources and reduce duplication of efforts
- To guide donor funding;

The benefits of such a process are to:

- Promote country level assessment preparedness
- Reduce assessment fatigue
- Identify gaps with greater precision
- Ensure consistency between and within sector committees
- Encourage coordination in preparedness and response
- Support and shared monitoring processes

1.6: OVERVIEW OF DIFFERENT STAGES OF ASSESSMENTS

INITIAL SITUATION OVERVIEW (ISO) - An Initial Situation Overview is the first assessment to identify the scope and scale of the impacts within the first 72 hours of an emergency. This will be conducted by the NEOC assessment and Information Management function team. Information will be consolidated from the N-DOC sector committees, P-DOC sector Committees, PEOC, Humanitarian partners and the communities

INITIAL DAMAGE ASSESSMENT - This assessment will be undertaken at the Provincial level, coordinated and supported from the National level; it will bring together the P-DOC sector committees and NGOs using the standardized methodology for data collection, collation, processing and analysis of information. The assessment will be completed two weeks after the ISO, and is intended to set out a credible picture of the impacts, to inform on-going decision-making and response planning.

DETAILED SECTOR ASSESSMENT (DSA) - The DSA is carried out to obtain a more detailed and accurate evaluation of the damage and needs of each sector committees, together with the economic cost of loss. Typically this is carried out after the IDA and can last two to four weeks. A detailed sector assessment will be conducted by sectors, coordinated through the N-DOC with the support from local and external cluster arrangements. This assessment will be conducted by persons with detailed technical knowledge of each of the specific sector committees (e.g. engineers, architects, economists, agricultural extension officers, health sector professionals). The DSA will lead into recovery planning.

1.7: ASSESSMENT PHASES, TIMELINE AND PRODUCTS



Figure 1: Assessment Phases, Timeline and Products

1.7: ASSESSMENT PHASES, TIMELINE AND PRODUCTS

Depicted above is the assessment stages and timeframe. The timings are guidance and can differ for hazards. In the case of a slow onset disaster, timings depend on the early warning arrangements and their triggers.

1.8: PREPAREDNESS FOR ASSESSMENT

In peace-time, preparing for assessment is as important activity that strengthens the identification of needs during the event a disaster.

N-DOC and P-DOC sector committees, NEOC and PEOC including other stakeholders who have a role in assessment are expected to prepare for assessments. Preparedness activities include;

- Training and capacity building of the NERT and PERT team in Disaster impact assessment including regular exercises
- Secondary data collection and sharing
- Capacity building for leadership skills in Assessment coordination
- Update and review assessment tools and processes following lesson learn from previous disasters and or exercises

PART TWO: ROLES AND RESPONSIBILITIES IN ASSESSMENT

Every stakeholders and partner agency, who have roles in the National Disaster Management Plan 2017, have roles in assessment process. To ensure a common picture of the impact of disaster can be accurately and effectively created. As such, below are the roles and responsibilities of each agency and committee for each stage of the disaster cycle. However, other roles can be tasked depending on the needs that may arise.

Agencies/ Committees	Roles and Responsibilities in Assessment
2.1: N-DOC Sector Committees	<ul style="list-style-type: none"> • Ensure that Secondary data and information is readily available to be used during assessment • Ensure that identified assessment personals are trained and capable in conducting different types of assessments • Ensure that selected personnel are trained and capable of conducting assessment analysis • Ensure that Detail Sector Assessment forms and methodologies are prepared and provide training to identified personnel • Ensure that assessment is activated and information are provided to the NEOC • Ensure different N-DOC sector committees are communicating with Provincial counterparts during an assessment • Other responsibilities that is feasible depending on the context.
2.2: P-DOC Sector Committees	<ul style="list-style-type: none"> • Ensure that focal person for assessment is identified in relevant P-DOC sector committees • Provide useful information and data to relevant N-DOC sector committees in peace time • Identified personnel that are trained in assessment • Participate in the PEOC assessment planning and mobilization • Ensure effective communications with all relevant committees and stakeholders

	<ul style="list-style-type: none"> • Ensure that each P-DOC sector committee are activated and provide information to build a common picture of the impacts of the disaster • Provide relevant information and data for recovery planning • Ensure all tools and equipment for assessment are tested and in good conditions • Ensure that the NERT and PERT are fully trained and capable of conducting disaster impact assessment • Ensure that Common operational datasets and Function datasets are regularly updated • Ensure that personnel are trained in assessment analysis • Ensure that the AIM wantoks are active and have the relevant capacity and capability in disaster assessment • Ensure that assessment forms are regularly checked and updated if necessary • Strengthens the capacity of PEOC assessment teams by provision of relevant training including equipment and tools
2.4: Provincial Emergency Operation Centre	<ul style="list-style-type: none"> • Ensure that identified personnel are provide with training and knowledge to coordinate assessment • Ensure that the PERT is capable in conducting assessment and analysis • Ensure to provide timely information and data to the NEOC and N-DOC sector Committee and the P-DOC Sector committees • Coordinate the implementation of the Initial Damage assessment process • Support the implementation of the Detail Sector Assessments • Ensure that information is provided for recovery planning
2.5: Royal Solomon Island Police force.	<ul style="list-style-type: none"> • Ensure the Provincial Police are supporting the disaster assessment through provision of information to the PEOC or NEOC form different internal information sources • Support the deployment of Assessment by provision of required assets • Ensure that identified officers are trained in the disaster assessment process.
2.6: Institutional and Private Sectors	<ul style="list-style-type: none"> • Provision of necessary support in the implementation of the disaster impact assessment
2.7: International partners and agencies.	<ul style="list-style-type: none"> • Ensure that personnel are trained on the Disaster assessment standards for the Solomon Islands • Support the implementation of disaster impact assessment through the PEOC, NEOC or N-DOC and P-DOC sector committees • Support in capacity development and training
2.8: Communities.	<ul style="list-style-type: none"> • Ensure that all relevant information needed by NEOC is provided • Provide specialist sectoral advice and guidance to ISO and IDA process. • Readily available to support the implementation of the disaster impact assessment

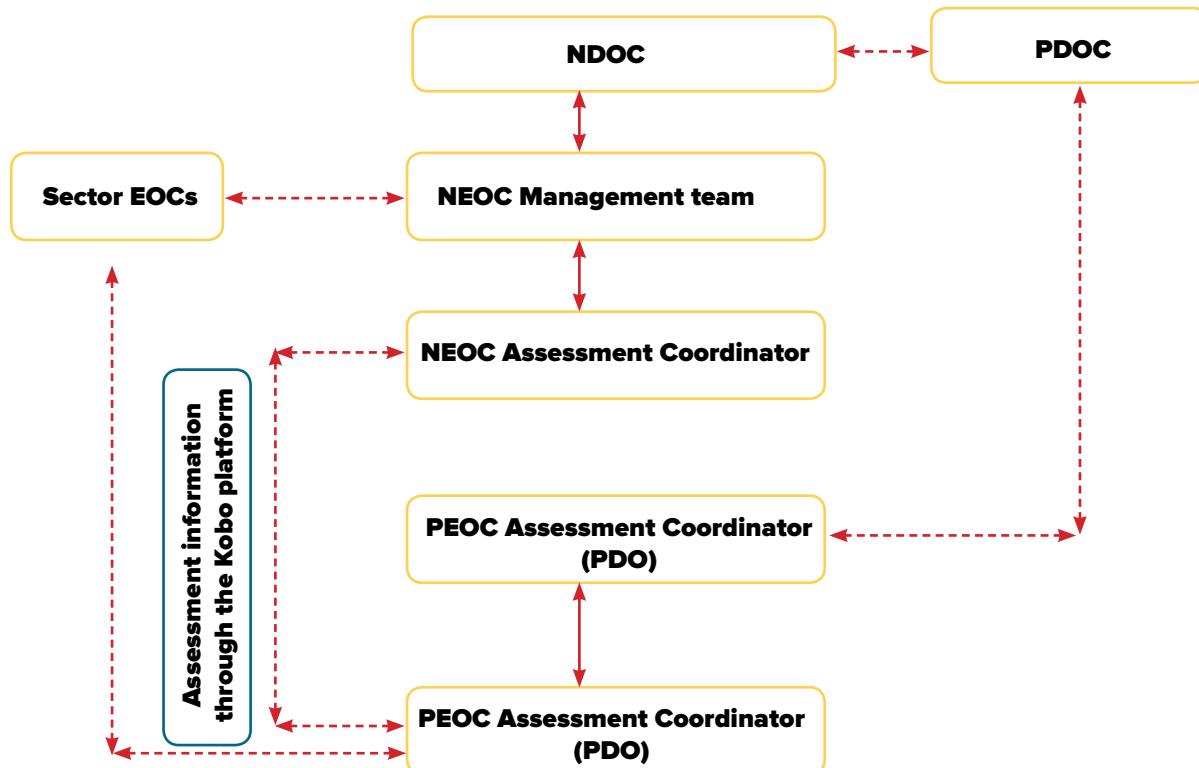
PART THREE: ASSESSMENT PRODUCTS AND REPORTING

3.1: ASSESSMENT PRODUCTS

3.1.1: INITIAL SITUATIONAL OVERVIEW (ISO) REPORT – This product must be delivered within the first 72hour of a disaster.The ISOwill outline the scope and scale of the Disaster, based on secondary data review process, to inform decision-makers and support decisions making in the initial response.

3.1.2: INITIAL DAMAGE ASSESSMENT REPORT(IDA) – This product will be issued at day Fourteen (14) after the Disaster. This document intends to provide a credible picture of the disaster impacts and response recommendation to inform ongoing response and response planning.Maps showing the affected areas will be produced to support and informed relevant assessment products including joint analysis by N-DOC and P-DOC Sector Committees.

3.2: ASSESSMENT INFORMATION AND REPORTING FLOW DIAGRAM



Provincial Emergency Response Teams (PERT) are required to directly report to the Provincial Emergency Operation Centre during deployments. However, P-DOC sector committee representatives can report to their respective sectors if needed.

All information collected will be submitted to the NEOC assessment and information function team for collation and analysis.

PEOCs are required to submit to the NEOC assessment function team daily Provincial Situational update at the end of every day during the first 14 days. This report will cover the last 24 hours, in case of any flash message; this can be conveyed immediately for action. The PEOC is also responsible to report to their Provincial Disaster Council (PDC) regarding unfolding situation aftermath the disaster.

The NEOC assessment/IM function team is the main hub to analyse all assessment information and produce outputs accordingly. The final products will be presented to the NDOC through the NEOC management team. These products can be widely shared to all responders upon approval from the N-DOC chair

PART FOUR: ISO, IDA AND DSA

4.1 SETTING UP FOR THE ASSESSMENT PROCESS

The setting-up for disaster assessment is fundamental to ensure assessment are conducted efficiently and effectively. This is a physical set-up;

- a) To make sure that all relevant disaster assessments and information management tools required are in place, and
- b) To identify target of the disaster assessment.

Below are the guides in setting up for an Assessment both at the National and Provincial level. This should be coordinated by the assessment and information management team leader at the National level and the Provincial Disaster Officer at the provincial level.

Levels	Checklist
NEOC ASSESSMENT/IM FUNCTION TEAM	I. The Assessment team leader must make sure that the communication team within the operation function team is functional and activated to support the assessment process II. The assessment team leader must ensure that all functions within the Assessment/IM function team are fully staffed and are ready to undertake respective roles and responsibilities III. Ensure that the Kobo tool is operational, the database is operational, and assessment forms are readily available IV. Ensure that assessment plan of action is developed and made known to everyone V. Launch or call-up the Kobo assessment form for collection of impact information (See Annex 1 for details) VI. Activate information sources from PEOC, Police, Sectors, NGOs, churches (if necessary)
PEOC	I. Ensures that the PEOC adequately set-up and resourced to enable the implementation of the assessment process at the Provincial level II. Makes sure people who have roles in the assessment process are informed and are available III. Sets-up communication tools and activate information sources IV. Activate the Provincial Information sources V. Regularly check assessment forms (Kobo) and make sure they are operational. VI. Activate people who have role in assessment and provide brief as per the assessment plan of actions
AIM Wantoks other responding agencies	I. Are expected to activate their data and information collection process II. share findings to the NEOC assessment function team in a timely manner.

4.1 THE INITIAL SITUATIONAL OVERVIEW (ISO)

Upon the activation of the NEOC, due to an imminent threat or possible threat to the Solomon Islands, the NEOC assessment/IM function team will also be activated. The ISO is intended to be the best possible statement of the extent and severity (Scope and scale) of the impacts within the first 72 hours of a disaster.

The ISO is mainly informed by available a). Secondary information, b). Findings from fly over or ground survey and, c). Findings from a phone conversation from identified reliable community informants (through the NDMO communication unit or from the Provincial Emergency Operation Centre)

4.1.1 PURPOSE AND SCOPE

Table 2: Purpose, timeline and resources for ISO

Purpose	To identify the scope and scale of the event and impacts, to:
	a. Inform the initial response, initiating rescue efforts, emergency relief and emergency health care and restoring access. b. Inform the IDA process.
Timeline	First 72 hours (3 Days)
Resources	NDC, SIG sectors, NDMO, PEOC, Provincial Government, NGOs and Red Cross

4.1.2 PLANNING FOR AN ISO

In consultation with the NEOC planning function unit, these are the areas to be considered to effectively plan for the ISO.

- i. Clear priority and outputs
- ii. Allocate task to NEOC assessment function team and ensure all NEOC functional teams support the ISO process
- iii. Identify the location that will be sampled for the ISO
- iv. Agree on the reporting time to situational updates to inform the sitrep
- v. Identify information sources and establish the scope of and the extent of a fly-over or rapid ground survey
- vi. Clearly identify and allocate resources for ISO

These criteria must be documented on an assessment concept of operation that will be approved by the disaster coordinator through the NEOC management team and will be shared with the PEOC, sectors and NGOs.

4.1.3 CONDUCTING AN ISO

Below is the step-by step actions by roles needed to produce the situational update and the ISO. The ISO process is a collective process by sector committees committees and provincial networks in building the picture of the scope and scale of the disaster.

CONDUCTING THE SECONDARY DATA ANALYSIS

The Secondary Data analysis will be conducted by the Assessment analysis team using existing secondary data such as past disaster reports, Population statistics, risk and vulnerability information and other valuable information sources that can be used.

Table 3: Roles in secondary data review and Primary Information collection and secondary data review

Roles	Who
Review the past information and secondary data and clarify conclusions with hazard advisors and others and provide potential impact maps and matrix	Information analysis desk in collaboration with the Sectors/NGOs /Red Cross
Provide conclusions according to the review with recommendations	Information analysis desk

CONDUCTING A FLY – OVER

Roles	Who
Initiate the fly-over or ground survey and clarify with participants as necessary	Assessment team leader in collaboration with the NEOC Management team
Logistic arrangement	Logistics function team
Undertake the fly-over	Assessment team leader with partners

During the fly-over, it is highly important that a team leader or in the absence of the team leader the Information analysis team member MUST accompany the team and MUST have prioritized access during the over flight.

If in the cases UAV was used, flight plan and what to look for must be discussed prior to an UAV deployment. A member of the Information analysis team MUST be present during the deployment of the UAV.

ANALYSIS AND PRODUCTION OF THE ISO REPORT

Table 4: Analysis and production of an ISO

Roles	Who
Review the exposer, impacts and needs by province and by sector committee. Make conclusions and identify gaps from the information collated.	
Produce update exposer, impact and need maps	
Identify national and international actions taken or planned to be taken	
Undertake a forward analysis of the event to identify projected impacts, information gaps and critical needs.	
Prepare an introductory situation summary, including broad indicators of scope and severity.	
Identify access constraints as the result of reported impact and review any potential aggravating factors.	
Identify key characteristic of the affected/exposed population using secondary data	
Prepare a forward analysis statement to inform the IDA planning, and provide a brief summary for the NDOC, NDOC committees and other relevant stakeholders	
Submit the ISO Report and for approval by the NEOC management team for submission to the NDOC.	
Review primary data and identify gaps in terms of the extent of impacts and any key sector committees missing. Follow up on primary data sources as necessary.	
Collect and review reports from sector committees, PEOC, NGOs and media reports	
Disseminate the report	

Assessment & IM Function team

Note: The review of the situation at each day will also be submitted as a situational update to inform the compilation of the situation report on a daily basis. This will be done by the reporting team leader.

4.2 INITIAL DAMAGE ASSESSMENT (IDA)

The IDA is intended to provide a credible picture of the extent and severity of the disaster impacts (by province and by sector committees) two weeks from the ISO. It is intended to inform on-going response planning and decision-making and provide the basis for planning and coordinating the Detail Sector Assessment of needs.

4.2.1 PURPOSE AND SCOPE

Table 9: Purpose, Scope and timeline for IDA

PURPOSE	<ul style="list-style-type: none"> I. Identify the actual extent and severity of the impact of the disaster, with regards to: <ul style="list-style-type: none"> • Health • Education • Protection • Livelihoods • Infrastructure • Camp Management II. Provide the basis for on-going response planning for <ul style="list-style-type: none"> • Humanitarian support • Critical Infrastructure • Social services • Livelihoods • Emergency repairs of critical services III. Provide the basis for decision making at the National and Provincial level to support local/ village response. IV. To lead the International Community's response
Main drivers	<p>The NEOC drives and delivers the IDA.</p> <p>Led and coordinated by the PEOC, the field data collection is collected and collated at the Provincial level, overseen by the P-DOC.</p> <p>Multi-sector and multi-agency inputs require coordination.</p> <p>The NEOC and sector committees will support the PEOC in this process.</p>
Timeline	Within two weeks after the ISO, or 2-3 weeks following the event
Information Sources	The PEOC will collect primary data from sample villages. The sectors will provide other primary information. The NEOC will analyse secondary data to triangulate information as necessary.
Resources	NEOC, SIG Sectors, Provincial (PEOC, P-DOC, Sectors) NGOs, INGOs, Red Cross, other Donors

4.2.2: PLANNING FOR AN IDA

Planning for the IDA is undertaken by the PEOC in conjunction with the NEOC. The IDA is informed by the ISO with regards to the locations and sector committees that need to be targeted. A field survey is designed to collect village level data from selected villages in the impacted area.

Locations are chosen as representatives of the impact area including samples from identified hot spots, mid-level impacts and locations at the extremities. The scope of the field surveys for each Province is determined by the available time frame and resources.

The plan should set out the following in order to effectively undertake the IDA.

- a. Clearly set-out priorities and expected IDA outputs for the actual event
- b. Allocate tasks to members of the assessment team and tasks required from the others (Sectors, PEOC, NEOC)
- c. Agree on reporting time for field teams to PEOC and from PEOC to NEOC
- d. Clearly identify sample locations to gather information as according to the scope of the likely impacts
- e. Clearly identify resources available (Sectors/NGOs) for undertaking the disaster assessment
- f. Identify gaps on resources mobilization for assessment
- g. Clearly spell-out the methodology to collect, collate and analyse assessment information
- h. Clearly spelt out the time at which the IDA report will be made available

This plan must be documented in the IDA concept of operation and should be made available to the PEOC by day five after the disaster.

4.2.3: COMMUNICATING THE PLAN

The IDA plan then must be communicated by the fifth day by the NEOC assessment team after the disaster to the following sectors and agencies.

1. Provincial emergency Operation centre(PEOC)
2. Agriculture
3. Health
4. Education
5. Infrastructure
6. Police
7. NGO (Oxfam, World vision, save the children, caritas)
8. Red Cross

The PEOC is expected to review the IDA plan and propose modification to the NEOC assessment team (if any). The plan must be agreed by the NEOC assessment and the PEOC beyond reasonable doubts before being implemented.

4.2.4: IMPLEMENTING THE IDA PLAN

Gathering and Collation of the Information

The field surveys are organised and undertaken at the Provincial level. The Data collection exercise must be conducted by the Provincial Emergency Response team (PERT). Country level committees, sectors, Red Cross and NGOs are expected to support the PERT.

The NEOC assessment & IM function team will support the PEOC to coordinate the assessment. Assessment teams must report every day at 3pm to the PEOC. The field update report should cover the followings;

- I. Area covered
- II. Immediate findings
- III. Gaps
- IV. Support needed

The NEOC assessment team must establish communication with the PEOC to get an update of the assessment progress each day. This information will be used to inform the daily situation reports produced by the NEOC. The IDA questionnaire from the kobo toolbox (Mobile device) must be completed and submitted at the end of each day. This will allow the Assessment & IM functional team to verify the information and start analysing the assessment findings accordingly.

4.2.4.2: INFORMATION ANALYSIS, BUILDING AND MAPPING

The NEOC analyses the information in order to build the picture, the GIS & Mapping team are obliged to provide the impact map to develop the IDA report.

By reviewing all the available information, assessing what it means and preparing the IDA, gaps are identified for future checking/clarification, and judgements are made on information that appears unrealistic. The IDA is prepared to an agreed format, by province and by sector.

The dissemination of the IDA report is detailed on part 4, section 4.3.

4.2.5: ROLES AND FUNCTIONS FOR IDA

Table 10: Roles and functions during the IDA

ROLES/FUNCTIONS	WHO
<ul style="list-style-type: none"> ✓ IDA planning (using the scope and scale from the ISO). ✓ Identify and activate information sources as per part 2, section 2.2 ✓ Launch and coordinate the IDA process ✓ Collate reports coming in from Kobo and other information sources ✓ Produce and update impact maps by province and sectors ✓ Analyse and judge the information available ✓ Build a picture by Province and sectors and produce the IDA ✓ Deployed to support PEOC and consolidate IDA reports if needed 	NEOC ASSESSMENT & IM FUNCTION TEAM
<ul style="list-style-type: none"> ✓ Set-up the PEOC and activate information sources ✓ Review and adjust the IDA concept of Operation from the NEOC ✓ Plan the field deployment for the IDA; ✓ Number of survey teams and composition – includes provincial, sectors and NGOs staff supplemented at the local level ✓ Particular of villages to be visited ✓ Tools to be used ✓ Reporting lines and time ✓ Logistics support and arrangement ✓ Activate the field assessment ✓ Assessment Briefing on tools and timeline ✓ Field teams report information back to PEOC on daily basis via kobo and compile end of deployment report ✓ PEOC compile reports to inform the NEOC and continue with response planning and activation 	PEOC
<ul style="list-style-type: none"> ✓ Present the assessment concept of Operation to the PDC ✓ Facilitate the preparation of the deployment plan ✓ Assist in the activation ✓ Report to the NEOC assessment coordinator 	PROVINCIAL DISASTER OFFICER (PDO)
<ul style="list-style-type: none"> ✓ Provide enabling support (resource provision) to the implementation of the IDA at the Provincial and national level; ✓ Provision of member to the NEOC assessment team ✓ Provincial sector representative to be part of the PEOC ✓ Deliver a sector IDA and review IDA drafts ✓ Provide linkage to access resources and commitment ✓ Sectors and agencies must share relevant information with the NEOC 	SECTORS/ AGENCIES
<ul style="list-style-type: none"> ✓ Undertake village assessment and assist the assessment team where possible ✓ Provide credible information to the assessors ✓ Build partnership with the PEOC and the P-DOC 	AFFECTED COMMUNITY

4.3. DETAILED SECTOR ASSESSMENTS(DSA)

The detail sector assessment is an assessment conducted after the IDA and will last for 3 – 4 weeks after the disaster. This assessment must be conducted by respective affected sectors. The DSA should be managed by each sectors and coordinated by the NDMO.

4.3.1 PURPOSE AND SCOPE

Table 11: Purpose, scope and timeline for DSA

STAGE 3: DETAILED SECTOR ASSESSMENT

Main drivers	The sectors drive this assessment, coordinated by NEOC with the support from PHP if necessary
PURPOSE	<ul style="list-style-type: none"> a. Determine the overall economic impact of the disaster. b. Determine the recovery and rehabilitation needs of each sector. c. Determine what types of long-term assistance are required. d. Identify the types of action required to minimize damage from future events.
Timeline	Three weeks and onwards, after the event
Information Sources	Primary data sources, such as in-depth assessment.
Resources	SIG, NDOC committees, External partners, Provincial Government.

4.3.2 BASIS FOR DSA

The implementation of the DSA should be managed by each Sector committees (Health, Education, Agriculture, Infrastructure). They are required to plan and implement the detailed sector assessment building from the finding in IDA.

Each respective sector is expected to develop;

- Respective DSA questionnaires
- Develop process of how the DSA will be conducted
- DSA reporting format
- Implementation plan for DSA

The NEOC assessment team will provide technical support to respective sectors if needed. The detail sector assessment will be the basis for leading into the PDNA for recovery and rehabilitation purposes.

5.0 CONCLUSION

The Initial situational overview which is issued within 72 hours after a disaster is driven by the National emergency operation centre. The PEOC, sectors, NGOs roles are to support and share relevant impact information, which is critical to building a clear understanding of the situation. No matter what the ISO will be disseminated at this given timeframe.

The Initial damage assessment must be planned and implemented by at the Provincial level by the Provincial Emergency Operation Centre and the sectors that are present in the Provinces. This will be supported by the NEOC and the government agencies at a national level where appropriate. The outcome of this assessment will be disseminated 2 weeks after the disaster.

Affected government sectors are expected to conduct their Detail Sector Assessment following an IDA. These findings will inform the recovery and rehabilitation process

Information sharing is paramount; therefore it's critical that sector committees, NGOs and affected community collaborate. Through collaborative information sharing it will be possible to identify priority needs and as such support decision makers coordinating an effective response.

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ANNEXES

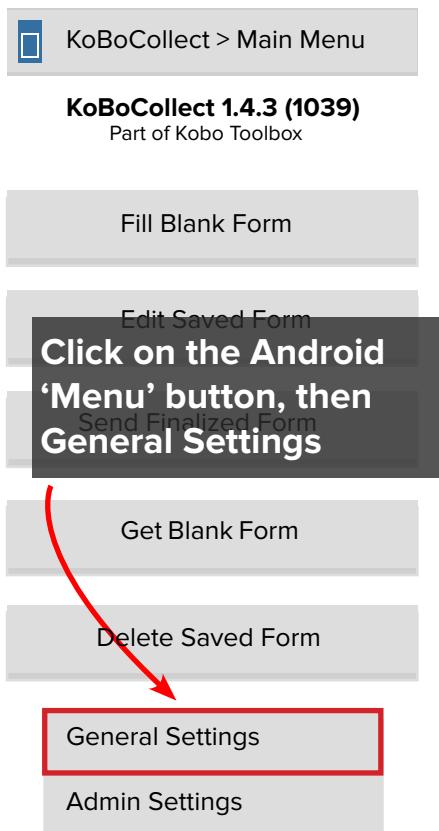
Annex 1: Assessment forms

In an event of the disaster and there is a need to conduct an assessment the NEOC will deploy the assessment projects on Kobo. Each stakeholder at the National and Provincial level will be directed to the specific assessment form and project.

Annex 2: Installation instruction for Kobo collect

Installation of Kobo collect

1. Download Kobo collect from your google store and install the app on your android phone
2. On your Android device, open KoBoCollect and open the General Settings (this may be in the top right of your screen, the bottom right, or a button in the center bottom - depending on your Android version)



3. In General Settings, under URL, enter the server URL. E.g <https://kc.kobotoolbox.org> or <https://kc.humanitarianresponse.info> (you need to request the URL from the NEOC)
4. Now you can get blank form and start you data collection by filling in the blank form.

Please click on the link provided for further instructions.

<http://support.kobotoolbox.org/customer/en/portal/articles/1653782-collecting-data-with-kobocollect-on-android>

Annex 3: Reporting templates

The following reporting templates are available on the NDMO website(<http://www.ndmo.gov.sb/>):

- Sit-rep
- ISO
- IDA
- Concept of Operation template
- 5W reporting Matrix

