

CCCM YEMEN – INCEDENTS REPORTING TOOL



*This questionnaire/ Form will be used for reporting any **incident** that happened in the **Managed or Unmanaged sites**. This questionnaire has been created based on feedback and the knowledge gained during the developing process for the CCCM tools for the purpose to have accurate and clear data about the incident from the field level.*

The questionnaire will have to be adapted in case the specific incident was not included in this form.

How to answer the questions?		
Only 1 answer allowed		1
At least one answer, but no restriction in the number of answers		(multiple)
Numeric answer		(number)
Date, it comes in the form month-year		(date)
Question	Choices	Skip logic
METADATA		
¹ Reporting Partner	To be added according to ML for each hub	All
¹ Hub	<ul style="list-style-type: none"> Aden Hub Marib Hub Sana'a Hub Ibb Hub Al Hodeidah Hub 	All
¹ Governorate Name	From the ML	All
¹ District Name	From the ML	All
¹ Sub-district Name	From the ML	All
¹ Site Name	From the ML	All
¹ Site ID	From the ML	All
Date of Incident (date)		All
¹ Status of land agreement:	<ul style="list-style-type: none"> With agreement No agreement 	All
General Questions		
1. ¹ Select the incident that you want to report about	<ul style="list-style-type: none"> Fire Flooding / Heavy rain Natural disaster Strong Wind/Storm/sandstorm Eviction threat 	All
1.1. Topography of the site	<ul style="list-style-type: none"> located at flood course Mountainous Valley Plain 	Q1≠ Fire And Q1≠ Eviction threat
2. ¹ Type of shelter:	<ul style="list-style-type: none"> Coastal Y-Shelter Sandy or desert area 	All
	<ul style="list-style-type: none"> Makeshift Permanent Housing Unfinished building Tent Collective centers/unfinished buildings 	

3. Number shelters destroyed (number) <i>Hint: the total number of destroyed shelter shouldn't be greater than the total number of shelters in the site</i>		Q1≠ Eviction threat
4. ¹ Source of Fire	<ul style="list-style-type: none"> • Cooking Fire • Gas Leak • Electrical short-circuit • Playing kids (ex, fireworks, match ...) • Gunshot • Thunderbolt • Fire to kill a snakes or Mosquito firebrand • Burning nearby garbage/Stuff • Vandalism 	Q1 = (Fire)
5. ¹ Were the community able to extinguish the fire?	<ul style="list-style-type: none"> • Yes • No 	Q1 = (Fire)
Number of People Affected		
6. Number of People Affected (injuries/death) (number)		All
Access Constraints		
7. ¹ Obstruction to access the location/site:	<ul style="list-style-type: none"> • No obstruction to access • Damage to bridge • Damage to culverts • Damage to access roads • Security constraints • Others 	All
7.1. If Other, please specify:	(Text)	Q7= (Other)
8. Is this location/site located in a flood prone zone? (multiple)	<ul style="list-style-type: none"> • Yes, near a drainage channel • Yes, in the steep slope • Yes, agriculture lands • No, not located in the flood prone zone • Don't know/ No answer 	Q1= Flooding / Heavy rain
Eviction Details		
9. ¹ Eviction Notice Type	<ul style="list-style-type: none"> • Written • Verbal • None 	Q1= Eviction threat
10. ¹ Type of Eviction	<ul style="list-style-type: none"> • Forced / Unannounced • Eviction Threat (Announced without date) • Eviction Notice (Announced Formally with date) • Infrastructural Damage 	Q1 = Eviction threat
10.1. Date Of Eviction If Announced (date)		Q10 = Eviction Notice
10.2. Estimated Date of eviction If not announced (date)		Q10 ≠ Eviction Notice
11. What's the action taken (multiple)	<ul style="list-style-type: none"> • Communicated to Sub National • Communicated to All Site Partner • Discussed with Committees 	Q1 = Eviction threat
12. Intention Survey	<ul style="list-style-type: none"> • Yes • No 	Q1 = Eviction threat
13. Current evecton threat status	<ul style="list-style-type: none"> • Currently active • Currently Not active (resolved/the threat ended) 	Q1 = Eviction threat

14. Comments /Description of Threats	(Text)	Q1 = Eviction threat
Gaps/Needs		
Wash needs		
15. There are wash needs	<ul style="list-style-type: none"> • Yes • No 	All
16. ¹ Were those needs referred	<ul style="list-style-type: none"> • Yes • No 	All
17. ¹ Referral's status	<ul style="list-style-type: none"> • Completed • Still pending • no response (escalated) 	All
Shelter needs		
18. THERE ARE SHELTER NEEDS	<ul style="list-style-type: none"> • Yes • No 	All
19. ¹ Were those needs referred	<ul style="list-style-type: none"> • Yes • No 	All
20. ¹ Referral's status	<ul style="list-style-type: none"> • Completed • Still pending • no response (escalated) 	All
NFI needs		
21. THERE ARE NFI NEEDS	<ul style="list-style-type: none"> • Yes • No 	All
22. ¹ Were those needs referred	<ul style="list-style-type: none"> • Yes • No 	All
23. ¹ Referral's status	<ul style="list-style-type: none"> • Completed • Still pending no response (escalated) 	All
Protection needs		
24. There are protection needs	<ul style="list-style-type: none"> • Yes • No 	All
25. ¹ Were those needs referred	<ul style="list-style-type: none"> • Yes • No 	All
26. ¹ Referral's status	<ul style="list-style-type: none"> • Completed • Still pending • no response (escalated) 	All
Health needs		
27. There are health needs	<ul style="list-style-type: none"> • Yes • No 	All
28. ¹ Were those needs referred	<ul style="list-style-type: none"> • Yes • No 	All
29. ¹ Referral's status	<ul style="list-style-type: none"> • Completed • Still pending • no response (escalated) 	All
Food needs		
30. There are food needs	<ul style="list-style-type: none"> • Yes • No 	All
31. ¹ Were those needs referred	<ul style="list-style-type: none"> • Yes • No 	All
32. ¹ Referral's status	<ul style="list-style-type: none"> • Completed • Still pending • no response (escalated) 	All