

BASED ON MATERIALS DEVELOPED BY THE DEPARTMENT OF HEALTH SERVICES
OF THE COUNTY OF SONOMA, US

Contact information	
Organization name	
Mail address	
Website	
Email	
Contact person 1	
email	
phone	
occupation	
language spoken	
Contact person 2	
email	
phone	
occupation	
language spoken	
Basic information	
Mission/mandate	
Main target group(s)	
Activities and services provided 1	
Activities and services provided 2	
Activities and services provided 3	
Activities and services provided 4	
Community profiling	
Number of people served	
Location(s) of communities served	
Characteristics/number of people within target groups that might be relevant for emergency preparedness, response & recovery	
speak another language (which one-s)	
undocumented	
newcomers or transit migrants	
spatially or socially isolated groups	
workers in the informal sector	
migrants living/working in risky areas	
other vulnerable groups/individuals	

INFORMATION GATHERING TOOL COMMUNITY, MIGRANT AND CIVIL SOCIETY ORGANISATIONS

Communication with communities and early warning dissemination	
Access to official sources of information?	
Mechanisms/media used to reach out to target groups	
phone calls/sms	
community radio	
instant messaging app	
door-to-door	
face-to-face meetings	
signs/posters	
other	
Would these media work in emergencies?	
Contact information	
How many people could be reached/in what time?	
Through what channels?	
Would you be able to reach to other groups?	
Emergency response	
Preferred/available channels for communication to organization/contacts in emergencies	
Resources/materials/skills available for emergency response (how many/for how many people)	
safe locations/shelters	
means of transportation	
communication equipment	
search and rescue tools	
generators	
kitchen	
first aid and healthcare	