

Group identity:	
Total number of people	
Group's location	
GPS coordinates	
Date of the survey	
Surveyor	
email	
phone	
Contact person 1	
email	
phone	
occupation/role in the community	
language spoken	
Preferred channel for emergency communications	
Contact person 2	
email	
phone	
occupation/role in the community	
language spoken	
Preferred channel for emergency communications	
Add other identified community leaders as needed	
Group profiling - approx. % or # of the group's component who are/have:	
women	
elderly (> 60)	
minors (< 18)	
newcomers(< 6 months in the area)	
in transit	
not proficient in local language	
other language proficiency 1	
other language proficiency 2	
other language proficiency 3	
illiterate	
undocumented or irregular	
working informally	
not covered by social security/health insurance	
living/working in isolated locations	
relevant area/site 1	
relevant area/site 2	
relevant area/site 3	
living/working in risky locations or jobs	
relevant area/site/occupation 1	
relevant area/site/occupation 2	
relevant area/site/occupation 3	

INFORMATION GATHERING TOOL COMMUNITY, MIGRANT AND CIVIL SOCIETY ORGANISATIONS

not self sufficient (e.g. physically impaired, needs healthcare)	
no access to private means of transportation	
involved in voluntary/community work	
religious	
religion 1	
religion 2	
religion 3	
other recurrent features of the group that might be relevant for emergency management	
specific speaking/greeting codes	
specific privacy requirements	
dietary restrictions/preferences	
trust issues (with institutions or specific groups)	
trusted institutions or people (internal or external to the community)	
stances towards healthcare/psychosocial support	
care of the dead and collective coping rituals	
other relevant features	
Centres of the group's social/community life (add as needed)	
community centre	
address/contact	
hometown association	
address/contact	
place of worship	
address/contact	
key local business/store	
address/contact	
clinic/healthcare provider	
address/contact	
key community organisation	
address/contact	
Communications: approx % or # of members accessing information through the following channels, and details on the channel	
mainstream media	
details	
home country media	
details	
community radio	
details	
phone/SMS	

	details	
instant messaging		
	details	
websites		
	details	
social media		
	details	
meetings		
	details	
specific places		
	details	
specific people		
	details	
signs/posters		
	details	
word of mouth		
	details	
other		
	details	
Other relevant features of the local communication system		
how are these media used in emergencies?		
are alternative media used in addition/instead?		
who do individual contact first in emergencies?		
Do people seek to validate warnings and communications? If so, how?		
do these media and channels also reach other groups?		
other relevant features		
Emergency preparedness: approx. % or # of:		
families with a household preparedness plan		
families with emergency stockpiles/kits		
workers aware of workplace preparedness arrangements		
children aware of school preparedness plan		
people who know basic first aid		
people who have distant relatives in the country		
people who have reasons not to comply with warnings and instructions		
other (specify)		
other (specify)		

community asset mapping - locally available resources and their location	
local structures/business with a preparedness plan	
places people would gather to in emergencies	
open spaces in the community	
available shelters	
safe locations for undocumented and irregular migrants	
local clinics/healthcare providers and their staffing and stockpiles	
trained emergency responders or teams	
available means of transportation	
communication equipment	
search and rescue tools	
power outlets and generators	
water and food	
legal advisors	
translators/interpreters	
existing solidarity/mutual help mechanisms	
other relevant features	
Other remarks	
Main information gaps	
Suggestions for follow-up (other possible contacts, specific areas of enquiry)	
Challenges using the form	