

## Appendix E

# SITUATION AND NEEDS ASSESSMENT

This appendix provides a list of considerations to be addressed by field units conducting HA.

## PROCESS

The assessment process encompasses four activities: data collection, problem analysis, reporting, and follow-up activities. This process is divided into eight steps or modules. The steps are adapted from the Department of State, Bureau of Refugee Programs, Assessment Manual. More detail on individual steps can be found therein. Another useful assessment checklist is found in Appendix B, Army FM 41-10<sup>1</sup>.

- Step 1. Preliminary data collection (includes research prior to going to the field).
- Step 2. Observations (made as the survey team approaches the scene of the emergency).
- Step 3. On-site interviews (especially critical are observations of relief personnel).

- Step 4. Visual inspection (verification of first impressions).
- Step 5. Household survey (provides data to confirm, or reject, impressions gathered from interviews and visual inspections).
- Step 6. Preparation for later surveillance (sets the stage for detailed monitoring in the future).
- Step 7. Preliminary analysis (describes problems or systems to be analyzed and sets standards and procedures for analyzing the problem).
- Step 8. Reports (consider all aspects of reporting requirements).

## QUESTIONS

Assessment of HA requirements for a particular area must address a myriad of questions and problem areas. Some of these include—

- Where are the villagers originally from? What is the size of the original population of the village, including the surrounding countryside? What is the size of the refugee population? Why did they come here? What is the relationship of the village with the surrounding villages? Are they related? Do they support each other? Are they hostile toward one another? Is any portion of the village population discriminated against?
- What is the food and water status of the village? Where do they get their food? What

other means of subsistence are available? Are the villagers farmers or herders? What is the quality of the water source?

- What is the health status of the village? What services are available in the village? What is the location of the nearest medical facility? Is there evidence of illness and/or starvation? What portion of the population is affected? What is the death rate? What diseases are reported in the village? Refer to FM 8-42 for an in-depth checklist, for a medical mission checklist, and a medical reconnaissance checklist.
- What clans exist in the village? Who are their leaders?
- What civil/military organizations exist in the village? Who are their leaders?
- What organization/leadership element does the general population seem to support or

<sup>1</sup> *Civil Affairs Operations*. 11 January 1993.

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trust the most? Which organization seems to have the most control in the village?

- What NGOs and PVOs operate in the village? Who are their representatives? What services do they provide? What portion of the population do they service? Do they have an outreach program for the surrounding countryside?
- What is the security situation in the village? What elements are the source of the problems? Who are the bandit leaders and where are they located? What is being done to curb these activities? What types and quantities of weapons are in the village? What are the locations of minefield?
- What commercial or business activities are present in the village? What services or products do they produce?
- Determine the groups in the village that are in the most need. What are their

numbers? Where did they come from? How long have they been there? What are their specific needs?

- What civic employment projects would the village leaders like to see started?
  - Determine the number of families in the village. What are their names? How many are in each family?
  - What food items are available in the local market? What is the cost of these items? Are relief supplies being sold in the market? If so, what items are available, what is their source, and what is the price?
  - What indigenous labor or services are available in the village?
  - What is the size of any transient populations in the village? Where did they come from and how long have they been there?
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