



**Ministry of Home and Cultural Affairs
Department of Disaster Management
Bhutan Disaster Assessment Tool
Local Authority Assessment**

Explanatory notes for the completion of the Local Authority Assessment of damages needs after disasters in Bhutan.

As a follow up to the Initial Assessment of the Disaster Scenario (IADS), this assessment format is to be completed by local authority staff at Geog/Thromde level. This will be completed in parallel to the BDA Household Level Assessment. The combination of both the Household Assessment and this Local Authority Assessment will be the basis for a report on the damages and humanitarian needs resulting from the disaster. This report should be complete within 15 days from the onset of the disaster.¹

The responsibility for ensuring that this assessment is completed for the Geog lies with the Gup. The Gup will designate the officials/staff responsible for completing this Local Authority Assessment form. Ideally these roles and responsibilities will be established during disaster preparedness and set out in Geog disaster management plans.

GENERAL INFORMATION	
Affected location	Dzongkhag
	Geog/Thromde
	Chiwog/Yenglag Thromde
	P-code/GPS coordinates
The information in this form is a summary that represents the current situation in (tick one only)	Dzongkhag Gewog Chiwog/Block Thromde YenlagThromde
Information compiled by: (Name and contact details)	
Date of report: (dd/mm/yyyy)	Area description Rural Urban Semi Urban
<i>Pre-emergency situation (Existing background information)</i>	<i>Post-emergency situation (Information to be collected)</i>
<i>Number of households in the affected area:</i>	Number of households directly affected by disaster:
<i>Average household size in the area:</i>	
<i>Population of affected area:</i>	Population estimated to be affected by disaster:
<i>Provide breakdown of the population of affected area (as per census information):</i> <i>List numbers</i> <i>Adult men (18-60 yrs):</i> <i>Adult women (18-60 yrs):</i> <i>Infants (up to 1 yr):</i> <i>Children >1 to 5 yrs:</i> <i>Children 5-18 yrs:</i> <i>Disabled:</i> <i>Elderly people (over 60 yrs):</i>	Adult women (18-60 yrs): Infants (up to 1 yr): Children >1 to 5 yrs: Children 5-18 yrs: Disabled: Elderly people (over 60 yrs):
Number of households in affected area headed by women (if known from records)	
Mother tongue/s in affected area	<i>Tick those appropriate</i>

¹Not all disasters are "sudden onset" and the 15 day time frame may need to be considered flexibly for disasters that get worse over time, such as floods, where a disaster is worse than originally thought, or where accessibility and communication are particularly difficult.

	Dzongkha Khengkha Tsangla Lhotshamkha Other, name
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What sectors appear to be the priorities for response? (Tick and rank top three choices)	Water Sanitation Food Livelihood support Immediate Shelter Repairing damaged house Clothing, footwear Fuel and cooking materials Health needs/injury treatment Cultural and religious Support for feelings of fear and insecurity of population Children returning to school Transport and access <i>to</i> affected area Transport and access <i>within</i> affected area (to markets, health care etc) Communication systems Other (name):
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Identify the sectors where there is the greatest shortfall in capacity for response at the local level (i.e. where assistance from beyond the Dzongkhag /Gewog/Thromde/YenlagThromde will be required)?	Water Sanitation Food Livelihood support Immediate Shelter Repairing damaged house Clothing, footwear Fuel and cooking materials Health needs/injury treatment Cultural and religious Support for feelings of fear and insecurity of population Children returning to school Transport and access <i>to</i> affected area Transport and access <i>within</i> affected area (to markets, health care etc) Communication systems Other (name):
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WASH (Water, Sanitation and Hygiene)

Question	Pre-emergency situation Existing background information to be compiled		Post-emergency situation Information to be collected/estimated	
			No. of household covered	Total estimated need
% People using improved water source:				
What support has been provided to date for water?	Support			
	Nothing so far			
	New water source			
	Water disinfection tablets			
	Distribution of bottled water			
	Other, explain			
What support has been provided since the disaster for sanitation (include % of need covered)	Nothing			
	Shovels			
	CGI sheets			
	Tarpaulins			
	Other, <i>explain</i> :			

What support has been provided since the disaster for hygiene (include % of need covered)	Nothing		
	Soap		
	Sanitary pads		
	Bathing enclosures		
	Other, <i>explain</i> :		
Question	Pre-emergency situation	Post-emergency situation	
Percentage of household with toilets:			
Percentage of household with shared toilet:			
Percentage of household practising open:			
SHELTER			
Question	Pre-emergency situation		Post-emergency situation
How many households require temporary shelter?			
How many people normally residing in buildings other than homes require temporary shelter?	Building		Number of people requiring shelter
	Monasteries		
	Boarding schools		
	Staff quarters		
	Government quarters (including armed forces)		
	Others, <i>list</i>		
Type of shelter assistance most appropriate to the situation (give approximate numbers)	Type of material		Approximate number required
	Tarpaulin		
	Tents		
	CGI-sheets		
	Other, <i>list</i> :		
What are the locally available resources in the community and coping mechanisms that could assist with shelter needs? e.g. manpower available, local materials available, local buildings that could be used to house people...	<i>Please describe and comment:</i>		
What types of temporary shelter arrangements are available in the community, and what is the capacity?	Arrangement:		Approximate percentage/or number of affected population that can be accommodated: <i>Note if the figure represents number of people or percentage:</i>
	Beside their houses in tents		
	With neighbours/relatives/host families		
	Collective centre (e.g. school building not in use, warehouse, other, explain)		
	There are no temporary shelter arrangements. Site needs to be identified for temporary camp		
	Safe natural shelter (caves, trees)		
	Other, <i>explain</i> :		
Shortfall for temporary shelter	Number of people that authorities need to provide temporary shelter for:		

Has a site/s been identified that could become a displaced persons settlement or collective centre/s?	Yes No NA	
If yes, give location/s and explain capacity		
Are there any specific weather conditions that need to be taken into account for the setting up the temporary shelters?	Comment:	
Total number of houses reporting damage	Damage Grade	Number of houses
	Yes, Grade 1: Negligible to slight damage 	
	Yes, Grade 2 = slight structural damage, can be repaired. 	
	Yes, substantial to heavy damage. Grade 3 = moderate structural damage and heavy non-structural damage. 	
	Yes, very heavy damage. Grade 4 = obvious, non-reparable damage. 	
Total number of religious institutions reporting damage	Yes, Grade 1: Negligible to slight damage 	
	Yes, Grade 2 = slight structural damage, can be repaired. 	

	<p>Yes, substantial to heavy damage. Grade 3 = moderate structural damage and heavy non-structural damage.</p> 	
	<p>Yes, very heavy damage. Grade 4 = obvious, non-reparable damage.</p> 	
	<p>Yes, completely destroyed. Grade 5 = near or</p> 	
Other structures that are damaged and destroyed, list and comment:		
Is sufficient equipment available at the Gewog for salvaging material and removing debris?	Yes No Don't know	
List main types of construction practices are practised in this area?		
How many damaged houses have been insured (RHIS)?		

FOOD and LIVELIHOODS

Question	<i>Pre-emergency situation</i>	<i>Post-emergency situation</i>
Are there any food assistance programmes ongoing in the affected area? (e.g. school feeding)	Yes No Don't know	Yes No Don't know
If yes, explain:		
What are the staple foods in the affected area?		
Do people in the affected area have a typical habit of storing food?	Yes (usually all do) No (mostly none) Some do Don't know	
Does the season in which the disaster occurred have implications on how much food is available in storage?	Yes No Don't know Explain:	
Location of the nearest Food Corporation of Bhutan (FCB) depot and warehouse from where food reserves can be supplied?		
Estimate how long available food reserves will last given the size of the population in need		
What are the predominant livelihood activities in the affected area?		
Are markets in the affected area operating?	Yes	

	No Don't know	
Are essential commodities available? (e.g. food, medicine, fuel, etc)	Yes No Don't know	
Have prices of essential commodities increased?	Yes No Don't know	
What kind of fuel is mostly used in the affected area for cooking?	Electricity LPG Kerosene Coal Wood Straw, shrubs, grass Dung cake No fuel used Other, specify:	
Is the fuel specified above available after the disaster?	Yes No Don't know	
Are farm roads accessible?	Yes, all Most Some Mostly not Comments:	
Are there groups of people/area where people are known to live who are not accessible or who have not been able to be in contact with since the disaster?	Yes No <i>Explain:</i>	
Are irrigation channels/ other water supply channels damaged?	Yes No (go to crop insurance question) Don't know NA	
How many irrigation channels are damaged in the affected area?		
Estimate the length of irrigation channels that has been damaged		
Is there any crop insurance scheme in place?	Yes No Don't know	
What type of land is affected?	Type	Estimate amount lost (indicate unit of measurement)
	Dry land	
	Pangzhing	
	Tseri	
	Wetland	
	Orchard	
	Sokshing	
	Community land	
Other		
Estimate total percentage of land in the affected area that has been damaged. Specify by Geog (or other) and in hectares (1 ha = 100m x 100m).		

What type of livestock is typically owned in the area?	Cattle Yaks Horse Mule Donkey Poultry Pigs Sheep Goat Buffalo Fish Other (please specify):
Total number of loss of livestock:	Cattle Yaks Horse Mule Donkey Poultry Pigs Sheep Goat Buffalo Fish Other (please specify):
Are the Renewal Natural Resource (RNR) extension centres damaged in the affected area?	Yes No Don't know
Prioritize the following livelihood needs for the affected area (rank top 3)	Supply of rations and essential commodities Storage facilities Seeds Cash Land compensation Agricultural inputs/equipment Restoration of irrigation facilities Any other alternate livelihood options Other, <i>specify</i> :

Comment on the following where appropriate:

Based on observations and discussions, local staff is asked to record brief comments about the following.

Impact on Livelihoods	
Local markets	
Facilities to prepare food	
Food related coping strategies	
Impact on crops	
Impact on land	
Impact on livestock	

EDUCATION

Question	Pre-emergency situation	Post-emergency situation
For each educational facility in affected area	Background information sources: EMIS, Annual Education Statistics	Post Crisis information sources: DEOs office, schools in affected area





A separate record will be required for each educational institution in the affected Gewog. This part of the form will need to be reproduced for each educational institution.


NAME (of school or educational institution):

Location:

What kind of educational facility?	Primary school High school ECCD NFE Institute College
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	Other, <i>specify</i>	
	<i>Pre-emergency situation</i>	Post-emergency situation
Time to walk to the nearest road head (from school)	Tick one only < 30 min 31 min-1 hr 1-2 hours > 3 hrs Don't know Not accessible, explain	Tick one only < 30 min 31 min-1 hr 1-2 hours > 3 hrs Don't know Not accessible, explain
Time to walk to the nearest farm road	Tick one only < 30 min 31 min-1 hr 1-2 hours > 3 hrs Don't know Not accessible, explain	Tick one only < 30 min 31 min-1 hr 1-2 hours > 3 hrs Don't know Not accessible, explain
Time to walk to the nearest feeder road	Tick one only < 30 min 31 min-1 hr 1-2 hours > 3 hrs Don't know Not accessible, explain	Tick one only < 30 min 31 min-1 hr 1-2 hours > 3 hrs Don't know Not accessible, explain
Time to walk to the nearest mule track	Tick one only < 30 min 31 min-1 hr 1-2 hours > 3 hrs Don't know Not accessible, explain	Tick one only < 30 min 31 min-1 hr 1-2 hours > 3 hrs Don't know Not accessible, explain
What are the main sources of drinking water (at the school)?	Tick the most used 3 Piped water to school buildings Piped water to school compound Piped to near-by area/compound Public tap Protected dug well Unprotected dug well Protected spring Unprotected spring Rainwater collection Tanker-truck Cart with small tank/drum Surface water (river, stream, dam, lake, pond, canal, irrigation channel) Bottled water Other (<i>specify</i>):	Tick the most used 3 Piped water to school buildings Piped water to school compound Piped to near-by area/compound Public tap Protected dug well Unprotected dug well Protected spring Unprotected spring Rainwater collection Tanker-truck Cart with small tank/drum Surface water (river, stream, dam, lake, pond, canal, irrigation channel) Bottled water Other (<i>specify</i>):
Is this (the source used before the disaster) source functional since the disaster?	Yes No	

	Don't know	
How many functional toilets are there?	For boys:	For boys:
	For girls:	For girls:
Does the water source provide water without disruptions?	Yes No Don't know	Yes No Don't know
Was the facility part of a school feeding programme?	Yes No Don't know	
Does the school have electricity?	Yes No Don't know	Yes No Don't know
Access to working landline/fixed telephone	Yes No Don't know	Yes No Don't know
Access to mobile phone	Yes No Don't know	Yes No Don't know
Access to radio	Yes No Don't know	Yes No Don't know
Access to internet	Yes No Don't know	Yes No Don't know
Type of structure (school building/s)	Stone Ekra RCC Other, explain:	
Status of building after emergency. Is the school building damaged?	<p>No</p> <p>Yes, minor damage. Grade 1 damage = negligible or slight damage.</p>  <p>Yes, Grade 2 = slight structural damage, can be repaired.</p>  <p>Yes, substantial to heavy damage. Grade 3 = moderate structural damage and heavy non-structural damage.</p>  <p>Yes, very heavy damage. Grade 4 = obvious, non-reparable damage.</p> 	

	<p>Yes, completely destroyed. Grade 5 = near or total collapse</p> 	
Are alternative or temporary learning spaces, or space for the other activities required to operate the school, required?	Type of space	For how many?
	Learning/teaching for students	
	Residential accommodation for students	
	Residential accommodation for staff	
	Office space	
	Other, <i>explain</i> :	
Time to walk to nearest functioning health facility (from school?)	Tick one only < 30 min 31 min-1 hr 1-2 hours > 3 hrs Don't know Health facility not accessible, explain:	Tick one only < 30 min 31 min-1 hr 1-2 hours > 3 hrs Don't know Health facility not accessible, explain:
Number of students	Number of girls and boys by age and grade according to school records. # Boys: # Girls:	Number attending this school since the emergency # Boys: # Girls: Number of students estimated to be affected in some way by the emergency (e.g. house destroyed, family member injured/killed, livelihood impacted, afraid...) # Boys: # Girls:
Number of teaching staff (teaching and non-teaching)	Total number of staff prior to emergency # Male: # Female:	Number attending school since the emergency # Male: # Female: Number of staff estimated to be affected in some way by the emergency (e.g. house destroyed, family member injured/killed, livelihood impacted, afraid...) # Male: # Female:
Is the school functioning now? Yes No		

No, it is school holiday/vacation period until (insert date): Don't know	
If no, when do authorities expect the school will be functioning?	1-2 weeks 2-4 weeks More than 4 weeks Don't know
Have school materials (furniture, equipment) been affected?	Mostly lost Partially lost Not affected Don't know
Have educational materials/TLM been affected?	Mostly lost Partially lost Not affected Don't know
What are the constraints to school attendance?	Schools facilities are destroyed School facilities are not safe for children and teachers Route to the school is not safe Insecurity (emotional, psychology, etc) Parents option No TLM at school Students lost equipment, uniforms etc Other, <i>explain</i> No staff available to answer
What are the most urgent educational needs right now?	Counselling/emotional support (children and parents) Temporary learning space Water and sanitation facilities Teaching-learning materials Teachers Food supplies Shelter (hostels) Recreational kits (play things and musical equipment) School in tent Others, <i>specify</i> No staff available to answer

HEALTH

Question	<i>Functioning before the disaster</i>	<i>Functioning after the disaster</i>
Number of hospitals		
Number of Basic Health Units (BHUs)		
Number of Out Reach Clinics (ORCs)		
<p>These questions need to be completed for each health facility in the affected area. A separate record will be required for each health facility in the affected Geog. This part of the form will need to be reproduced for each health facility.</p> <p>Name: Location: Type of facility: Contact details:</p>		
Health professionals	<i>Available before the emergency</i>	<i>Available now (after emergency)</i>
Number of health professional available at the <i>facility</i> :	Doctors Assistant clinical officers Health Assistants Nurses Technicians Other, <i>list</i> :	Doctors Assistant clinical officers Health Assistants Nurses Technicians Other, <i>list</i> :
Does the facility have adequate essential drugs and consumables to last for a week?	Yes No Don't know	
Which dugs and consumables are most used and need replacement?	Provide list:	

Are these minimum universal precautions available since the disaster? <i>Tick those that are available</i>	Safe blood Protective attires Sharp disposal Sterilization Condoms Injection equipment	
How many Out Patient Department (OPD) attendances have taken place since the disaster? Record the number of OPDs and if this is not applicable please record NA.		
Has there been any indication of disease outbreak in the affected area?	Yes No <i>If yes, explain:</i>	
What are the main health concerns reported by health workers. Please tick all that are of concern and also provide information.	Injuries, what type? Stress Communicable diseases (explain) Non-communicable disease (explain) Other, <i>explain:</i>	
How far is the health facility from the nearest motor able road?	Tick one only < 30 min 31 min-1 hr 1-2 hours > 3 hrs Don't know Not accessible, explain	
Are these outreach services provided by the health facility? Tick those, which are provided.	Ante natal service Family planning service Immunisation services Other, name:	
Has people's access to health care changed since the disaster? <i>Explain</i> <i>e.g. are people coming more frequently or less frequently? What is the explanation for this? Are people cut off or finding it more physically difficult to get to the facility?</i>		
	<i>Comment on the situation in normal times</i>	<i>Comment on the situation since the disaster</i>
Have the health workers at the facility had any reports or suspected violence taking place against girls or women?	Rape/sexual violence reported Rape/sexual violence suspected No reports or suspicion of rape/sexual violence Violence reported Violence suspected No violence reported or suspected	Rape/sexual violence reported Rape/sexual violence suspected No reports or suspicion of rape/sexual violence Violence reported Violence suspected No violence reported or suspected
Health profile of location	<i>Indicator</i>	<i>Rate/baseline/pre-crisis</i>
Baseline morbidity and mortality data from Annual	Under-five mortality	

health bulletin, MHIS, DHO, Hospital registers, BHU registers	Morbidity	
	Infant morbidity	
	Nutritional status	
	Vaccination coverage	
Any evidence of psychosocial trauma in the affected area? (as reported by health professionals/local officials)	Yes No No answer	
If yes, describe:		
How many deaths are reported in the affected area as a result of the disaster?		
How many injuries are reported in the affected areas?		
What are the main kinds of injuries reported?		
Is disease surveillance system in place?	Yes, <i>give details</i> No Don't know	
Have any preventive measures taken to prevent disease outbreak?	Comment:	
Baseline nutrition information		
CULTURE and RELIGION		
<i>Number of religious institutions in affected area:</i>	Number of religious institutions directly <i>affected</i> by the emergency:	
Have practices and rites/rituals been disrupted due to the crisis? Yes No Don't know		
If yes, has a temporary location been identified to allow religious personnel to perform rituals and to continue religious studies? Yes No Don't know		
Are people performing rituals at the temporal ritual site? Yes No Don't know		
Question	<i>Pre-emergency situation</i>	<i>Post-emergency situation</i>
Cultural assets Information from the Lhaxhang and KusungThukten inventory – DoC, MoHCA – on the cultural assets, nangtens/relics and sacred texts in the affected area.		
Observation of rituals Has a temporary location been identified to allow religious personnel to perform rituals and to continue religious studies? Are people performing rituals?	<i>Comments:</i>	
Are people in the community disturbed by the destruction caused to cultural assets?	<i>Describe:</i>	
PROTECTION		
Is there a serious problem in your community because people are not safe or protected where they live now, for example because of crime in your community/village/city; lack of privacy: Yes No Don't know		

What are the main issues people in your community are facing in terms of safety (tick all that apply)		
Maltreatment of the population (e.g. extortion, forced/child labour, physical abuse)		
Violence against girl and women Looting Displacement		
Others (specify):		
Question	Pre-emergency situation	Post-emergency situation
Have there been reports of missing people?	Yes No Don't know	
If reports of missing people have been collated please include number of:	Missing adults: Missing children:	
Have there been suspicions, sightings of unaccompanied children?	Yes No Don't know	
If yes, how many children are suspected to be currently without their usual caregivers?		
Who is currently caring for these unaccompanied children?	Relatives Neighbours Monastery Local government Don't know Other, name:	
Have there been sightings of unaccompanied elderly?	Yes No Don't know	
If yes, how many elderly are suspected to be currently without their usual support?		
Who is currently caring for these unaccompanied elderly?	Relatives Neighbours Monastery Local government Don't know Other, name:	
Have there been reports of unaccompanied disabled?	Yes No Don't know	
If yes, how many disabled are suspected to be currently without their usual support?		
Who is currently caring for these unaccompanied disabled?	Relatives Neighbours Monastery Local government Don't know Other, name:	
Are you aware of child headed households in the area?	Number before the emergency? Don't know	Number after the emergency? Don't know
Do any vulnerable groups (e.g. minorities) reside in this area?	Yes, please name the groups and estimate their numbers. No Don't know	
Have people from other affected areas moved in to this location as a result of the emergency?	Yes, if yes, if possible estimate numbers and list here No Don't know	

If yes, are there any tensions with the local population?	Yes No Don't know	
If yes, explain:		
Have people from this area migrated to other locations as a result of the emergency?	Yes, if yes estimate how many and note here No Don't know	
Was child labour known to be an issue in this area before the emergency?	Yes, if yes, explain: No Don't know	
TRANSPORT and COMMUNICATION		
Question	Pre-emergency situation	Post-emergency situation
Can this affected area be reached by motorised transport?		
What kind of roads can be used to reach people affected by the emergency?		
How far is the area from the road head?		
Are there alternate routes for reaching this affected area?		
Is there landing space for air transport?		
Describe local weather conditions		
Describe local topography (e.g. hills, mountainous and rugged terrain, marshy, flat, etc)		
If roads and bridges are inaccessible give locations?		
Estimate the time until these obstacles are fixed		
Is electricity available in the location?	Pre-crisis	Since the disaster
What % of households have access to electricity?		
Is there mobile phone connectivity?		
What % of households have access to a mobile phone?		
How many HH have functional landline telephones?		
What alternative means of carrying goods are recommended if regular means of road transport (including bridges) and air transport sites are inaccessible? <i>Please describe:</i>		
Other information:		
Is there anything that has not been covered in this assessment format that local authority staff would like to take note of in sending this information the Dzongkhag and Central government level? Please note here.		