



ChildFund Guidance/Instructions for SitReps

1. Situation Reports (SitReps) should be submitted to the EMU Director with the Regional Director in copy. The EMU Director will forward to the HACU mailing list including IO and Alliance member fundraising staff; and upload to SharePoint.
2. The first SitRep should be prepared and sent within 24 hours of the onset of a disaster, or after the CO has become aware of a slow-onset disaster threat, regardless of whether ChildFund has decided to respond. If response decision is a “go,” the second SitRep should be prepared and sent within 72 hours. Subsequent SitReps should be submitted after any significant changes to the context or response activities; monthly at a minimum during prolonged responses.
3. Due to the nature of information in emergencies becoming available as events unfold, you may not be able to fill out every portion of this template for every SitRep, especially in the beginning. Fill out only what you can confirm yourself or through reliable sources and leave other sections blank. Do not delay SitRep submission due to some information not being available.
4. Understanding that SitReps are shared widely and may easily “leak” to government intelligence/security agencies or even rebel groups, do not include any information or analysis that could compromise ChildFund’s relationships or the security of our staff – even if that means some of the standard information sections are not completed.
5. Cite sources for information coming from government, UN reports, etc.
6. Include charts, maps and photos in your sit rep where possible.
7. If adding to an existing sit rep, **highlight** new information so it’s easy to find.
8. Separately from the SitRep document itself, please submit images, videos, beneficiary case studies, and quotes from children, families and staff about the emergency to the IO communications team (see Emergency Communications Toolkit for more guidance); copying EMU Director so that he can share with Alliance partners via HACU.