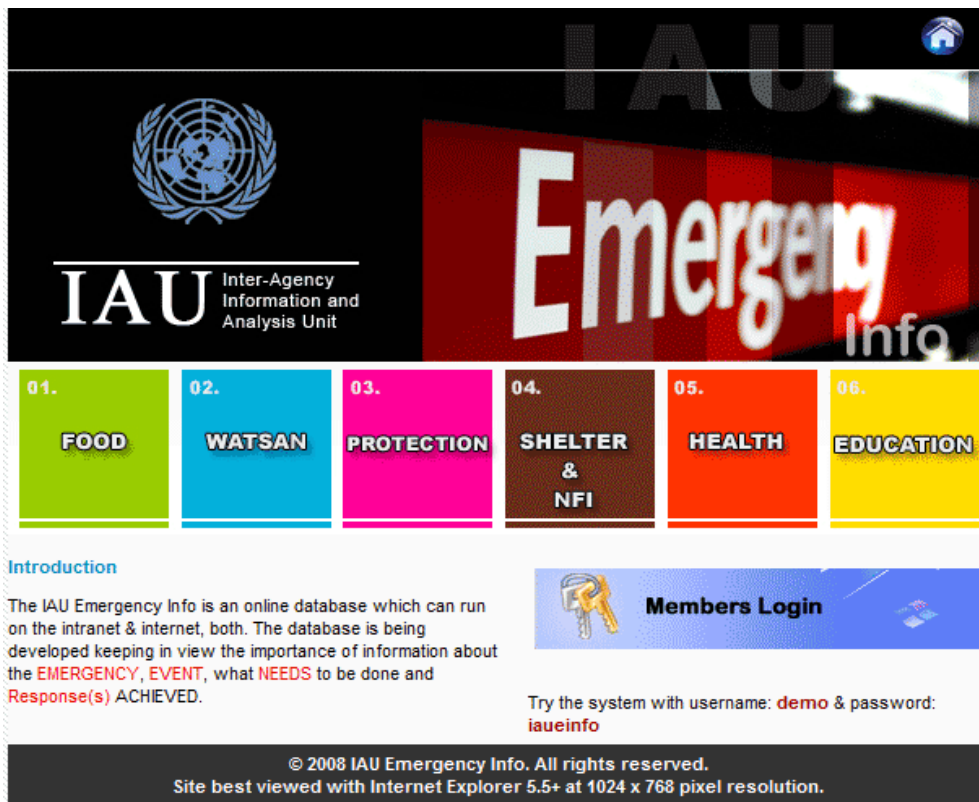




EmergencyInfo

User Manual



January 2009

V.1

Contents

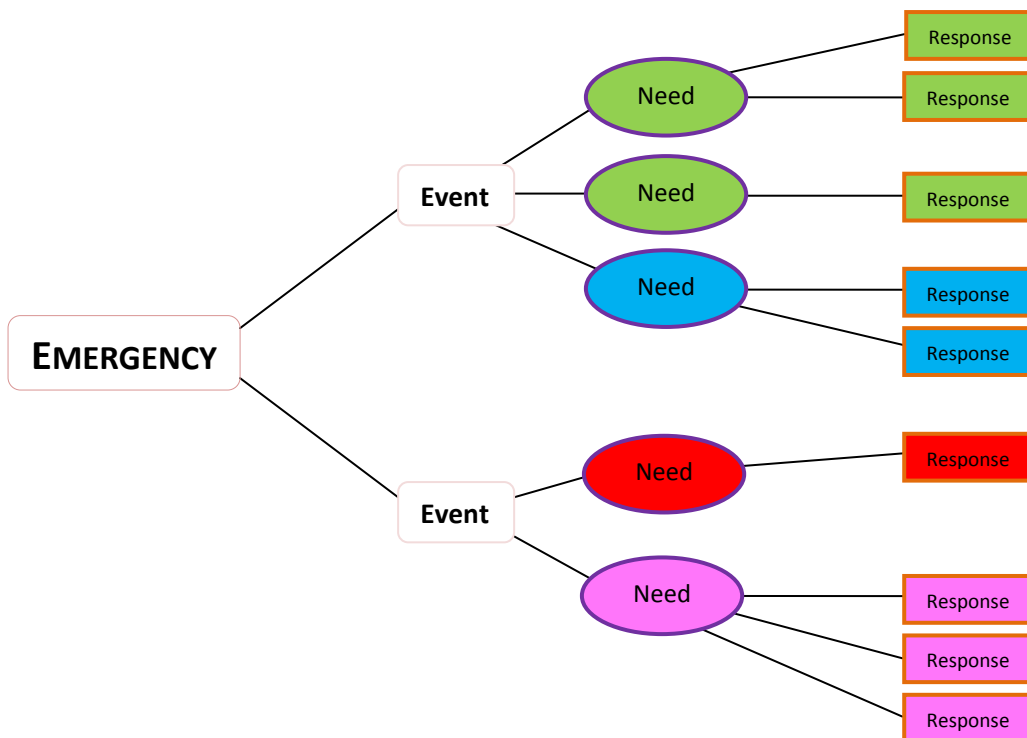
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Introduction

IAU EmergencyInfo is a database for coordinating responses to emergencies in Iraq, developed in response to the Sadr City and Basrah emergencies in 2008. It can be accessed and updated 24/7 on the internet.

EmergencyInfo can be triggered for a particular emergency either by the HC or the head of OCHA. Sector Outcome Teams can identify and update the needs that arise in an emergency and their responses to those needs. The responses can be updated as they progress from the planning stage to implementation.

The user is able to generate an instant report from the database displayed by sector, responding agency, location and time period.



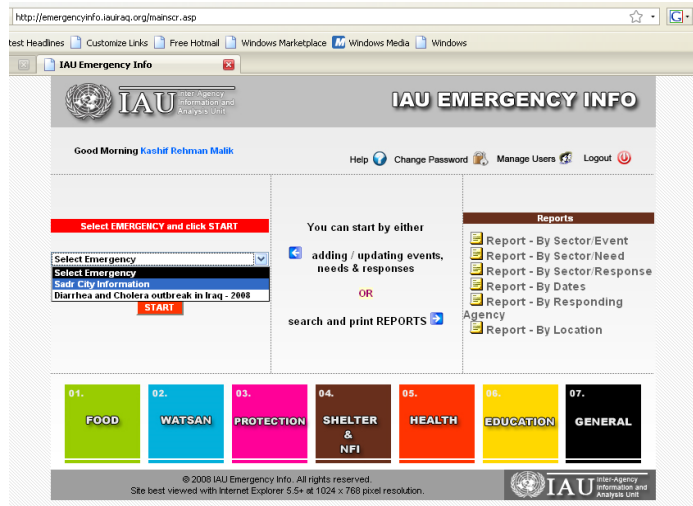
Access and Login

The EmergencyInfo database can be accessed at emergencyinfo.iauiraq.org. To login to the database, click on Member Login and enter your username and password on the following page. To launch a demo version of the database, enter **demo** as the username and **iaueinfo** as the password. The demo version allows you to view the database but not edit it. To request a login for full access to the database, please email info@iauiraq.org. To logout at any point, select **Logout** at the top right of the screen.

After entering your login, you will be taken to the database homepage. You have **two** options:

- **Add or update** events, needs and responses
- **Search and print reports** of events, needs and responses which are already on the database

You can return to the homepage at any point by selecting **Home** at the top right of any page.





Adding and Updating Events, Needs and Responses

To add or update Events, Needs and Responses, select an Emergency from the drop-down menu on the left of the main page and click on the **[Start]** button below. This will take you to the Events page for the Emergency you have selected. To produce a report from the events page, click on **Reports** at the top of the page. You can return to this page at any point by selecting **Home** at the top right of the screen.


a) Events

The column on the left of the Events page is a list of all the Events related to the Emergency that you have selected. The table shows the number of Needs (**N**) that have arisen from each Event and the number of Responses (**R**) to those Needs, divided by Sector. Each Sector is displayed with its own colour along the top of the table.

- To **view** the details of an Event, click on the **Details**  button below the Event
- To **edit** the Event details, click on the **Edit**  button below the Event, and add or update the details accordingly



Current Emergency	Diarrhea and Cholera outbreak in Iraq - 2008														Reports	Print
	Key Ques		Key Ques		Key Ques		Key Ques		Key Ques		Key Ques		Key Ques			
N = NEEDS R = RESPONSES	FOOD		WATSAN		PROTECTION		SHELTER & NFI		HEALTH		EDUCATION		GENERAL			
EVENTS	N	R	N	R	N	R	N	R	N	R	N	R	N	R		
The number of cholera-confirmed deaths rose to 8. There have been 7 deaths due to Acute Watery Diarrhea.	0	0	1	4	0	0	0	0	1	2	0	0	0	0		
Add New Event	0	0	1	4	0	0	0	0	1	2	0	0	0	0		

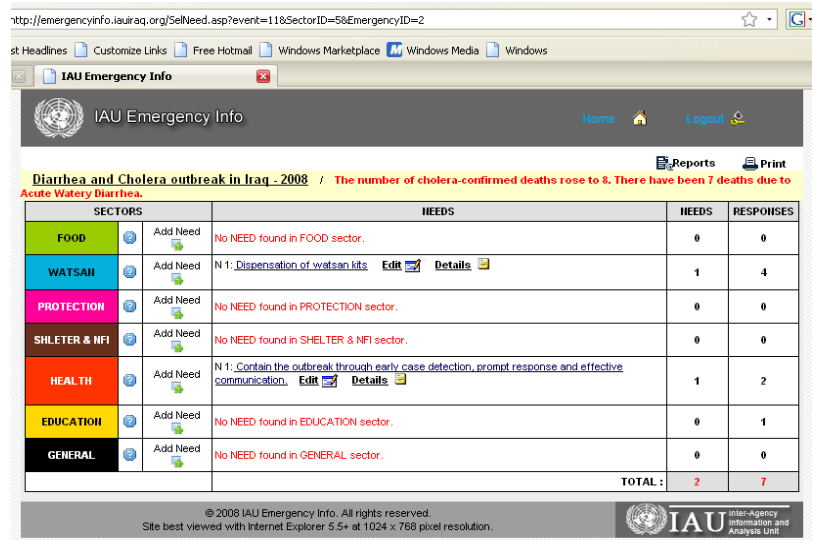
- To **add** a new Event click on the **Add New Event**  button at the bottom left of the table, and enter the details accordingly

Each Sector has its own set of key questions, which can be viewed by clicking on the **Key Ques**  button above each Sector. These Key Questions were developed by the Sector Outcome Teams as guidelines for identifying sectoral needs in an emergency.

b) Needs

To edit or add Needs arising from a particular event, click on the **Event**. This produces a list of the Needs arising from the selected Event next to the appropriate sector. The total number of Needs and Responses is shown at the bottom right of the table.



- To **edit** or **view** the details of a Need already listed, click on the appropriate icon next to the Need
- To **add** a Need, click on the **Add Need**  icon next to the relevant Sector, and enter the details accordingly
- The **Key Questions** for each Sector can also be viewed on this page by clicking on the  icon next to the relevant Sector

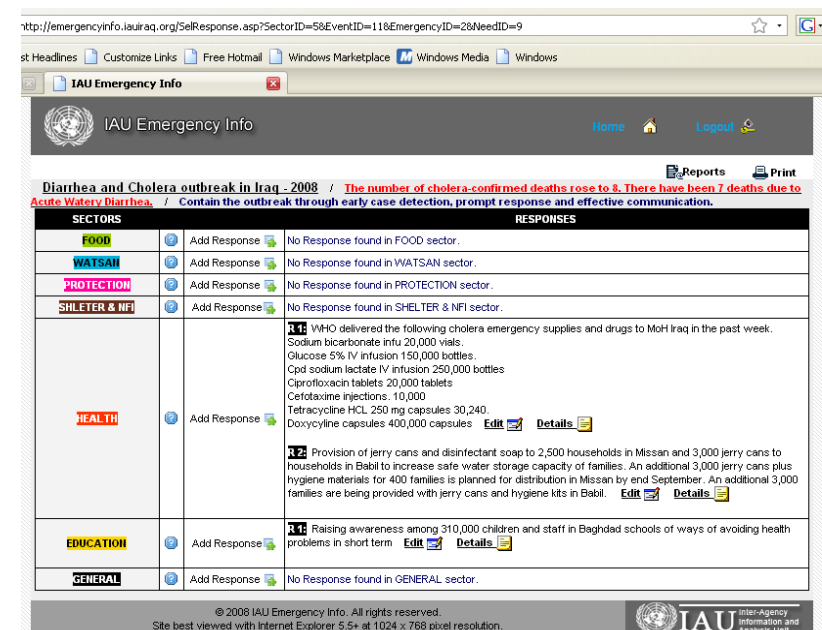


SECTORS	NEEDS	NEEDS	RESPONSES
FOOD	No NEED found in FOOD sector.	0	0
WATSAN	N 1: Dispensation of watsan kits Edit Details	1	4
PROTECTION	No NEED found in PROTECTION sector.	0	0
SHELTER & NFI	No NEED found in SHELTER & NFI sector.	0	0
HEALTH	N 1: Contain the outbreak through early case detection, prompt response and effective communication. Edit Details	1	2
EDUCATION	No NEED found in EDUCATION sector.	0	1
GENERAL	No NEED found in GENERAL sector.	0	0
TOTAL :		2	7

c) Responses

To edit or add Responses to a Need, click on the relevant **Need**. This will produce a list of the Responses to the Needs arising from the Event, arranged by Sector.

- To **edit** or **view** the details of a Response already listed, click on the appropriate icon next to the Response
- To **add** a new Response, click on the **Add Response**  icon next to the relevant Sector, and enter the details accordingly. The database allows a response to be added from a different sector to that of the need
- The **Key Questions** for each Sector can also be viewed on this page by clicking on the  icon next to the relevant Sector

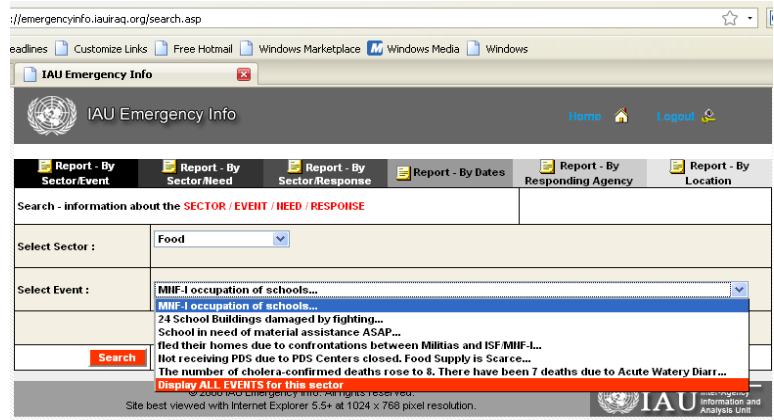


SECTORS	RESPONSES
FOOD	No Response found in FOOD sector.
WATSAN	No Response found in WATSAN sector.
PROTECTION	No Response found in PROTECTION sector.
SHELTER & NFI	No Response found in SHELTER & NFI sector.
HEALTH	<p>1: WHO delivered the following cholera emergency supplies and drugs to MoH Iraq in the past week. Sodium bicarbonate infu 20,000 vials. Glucose 5% IV infusion 150,000 bottles. Cpd sodium lactate IV infusion 250,000 bottles Ciprofloxacin tablets 20,000 tablets Cefotaxime injections: 10,000 Tetracycline HCL 250 mg capsules 30,240 Doxycycline capsules 400,000 capsules Edit Details</p> <p>2: Provision of jerry cans and disinfectant soap to 2,500 households in Misan and 3,000 jerry cans to households in Babil to increase safe water storage capacity of families. An additional 3,000 jerry cans plus hygiene materials for 400 families is planned for distribution in Misan by end September. An additional 3,000 families are being provided with jerry cans and hygiene kits in Babil. Edit Details</p>
EDUCATION	<p>3: Raising awareness among 310,000 children and staff in Baghdad schools of ways of avoiding health problems in short term Edit Details</p>
GENERAL	No Response found in GENERAL sector.

Searching and Printing Reports

This allows you to search the database by Sector, Event, Date, Responding Agency and Location, and produce a Report of your search results. To start searching, select what you want to search by from the list on the right hand side. This will take you to a search page for the criteria you have selected.

- To **refine** your search, select options from the drop-down lists on the search page, and click on [Search](#)
- To **change** what you want to search by, select from the list of criteria is displayed again along the top of the page
- The search automatically generates a report listing all the details about the Events, Needs and Responses found on the database according to the options that you have selected
- To **print** the Report, click on [Printer Friendly Version](#) near the top right corner of the page. The printer friendly version will open in a new window



Summary Report - BY SECTOR / EVENT		Water and Sanitation
1	Event: The number of cholera-confirmed deaths rose to 8. These have been 7 deaths due to Acute Watery Diarrhea.	
Emergency:	Diarrhea and Cholera outbreak in Iraq - 2008	
Event Date:	18/09/08	Sector / High/Lowland: Not Known Area: Dawnya Population Affected:
1.1	Need: Dispensation of medicine kits	
Need Completion Date:	1/10/08	Need entered by: HCB/MS/MS Priority: High Population Affected: 300
1.1.1	Response: UNICEF and partners (MC, in Baghdad, Babil, Anbar, Almosin in Basra, Relief International in Missan, Yazidi) have supported MoH efforts to respond to the immediate water, hygiene and medical needs of over 55,000 people. Humanitarian action supporting cholera prevention and response through 26 September has included:	
Response Date:	30/09/08	Responding Agency: UNICEF/MC/Interos/Relief International Beneficiaries: 55000 Type of Beneficiaries:
Planned Response:		Planned Response Date: 18/12/08
1.1.2	Response: 1.8 million Water Purification Tablets (WPT) for distribution to households in affected governorates (200,000 to the Doh Mission and 1.5 million to the Doh Babil). Assuming no other available water supply, this quantity is sufficient for 2,200 families for one month.	
Response Date:	10/09/08	Responding Agency: UNICEF/MC/Interos/Relief International Beneficiaries: 30000 Type of Beneficiaries:
Planned Response:		Planned Response Date: 18/12/08
1.1.3	Response: Provision and installation of 33 communal water tanks (5,000 liter capacity) in high risk areas in Babil and six (5,000 liter capacity) in Missan to increase safe water storage capacity at community level. An additional 20 tanks (10,000 liter capacity) are being installed in Babil until 20 September.	
Response Date:	30/09/08	Responding Agency: UNICEF/MC/Interos/Relief International Beneficiaries:
Planned Response:		Planned Response Date: 18/12/08
1.1.4	Response: A total of 17 schools in high-risk sub-districts in Babil will be supported in hygiene materials and promotion, in addition to water purification materials. Schools without adequate water storage capacity will have capacity increased through the installation of tanks (1,000-5,000 liter). A similar intervention is being discussed with DoH/Doh for a further 21 schools in Missan and a similar number in Basra. This activity is planned.	
Response Date:		
Planned Response:		Planned Response Date: 18/12/08