



Disaster Operations Statistical

DISASTER:		COUNTY:	
UNIT:		COMMUNITY:	
PERIOD:	<input type="checkbox"/> Single Day _____ <input type="checkbox"/> Cumulative _____ thru _____		

LOCATION DETAILS (<i>building, address, route</i>):		
GPS Coordinates	LAT	LNG

CONTACT NUMBERS (<i>phone, fax, e-mail</i>):

FACILITY TYPE:	Feeding Operations	<input type="checkbox"/> Command Post	<input type="checkbox"/> Assistance Center	<input type="checkbox"/> Staging Area	<input type="checkbox"/> Shelter
	<input type="checkbox"/> Mobile <input type="checkbox"/> Fixed	<input type="checkbox"/> Phone Bank	<input type="checkbox"/> Distribution Center	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Other _____

DISASTER FOOD SERVICES:	
Prepared Meals (hot and cold)	5202
Drinks (coffee, soda, juice, water)	
Snacks (donuts, cakes, chips)	5206

MASS SHELTERING:	
Lodging Provided	5221
MEDICAL / SANITATION:	
Medical Services Provided	
Showers Provided	

EMERGENCY FINANCIAL AID:	
Client Interviews	6310
Referrals to Other Agencies	6410
Total Cases Opened	5120
Total Individuals Assisted	5125

IN-KIND DISTRIBUTION:	
Blankets (per item)	
Bibles, Brochures, Tracts (per item)	
Cleanup Kits (per kit)	5236
Cleaning / Rebuild (per order)	
Comfort Kits (per kit)	5236
Clothing (per item)	5230
Furniture (per item)	5232
Groceries / Food Boxes (per order)	5207
Ice (per bag)	
Infant Supplies (per order)	
Tarps / Plastic Sheeting (per item)	
Toys (per order)	5250
Water (per gallon or case)	
Other (specify) _____	

FINANCIAL ASSISTANCE:		
Vouchers	# Issued	Total Cost
Cleanup / Reconstruction		
Clothing	5231	
Energy	5238	
Furniture	5233	
Gift Cards / Debit Cards	5245	
Groceries	5207	
Housing (Rent / Mortgage)	5223	
Medical / Funeral	5234	
Transient Lodging (Hotel)	5222	
Transportation	5241	
Other (specify) _____		
TOTALS:		

NOTES:



Disaster Operations Statistical

EMOTIONAL & SPIRITUAL CARE:		
Spiritual Care Provided (Prayer)		6310
Adult Seekers		2405
Youth Seekers (Under Age 14)		2415
Mental Health Care Provided (CISM)		6310
	#	ATTENDANCE
Worship Services	2360	2360
Memorial Services	2350	2350

FINANCE & ADMINISTRATION:		
Personnel	Number on Site	Hours Served
Officers	4350	4350
Employees	4360	4360
Volunteers	4130	4130
Totals		

SUBMITTED BY:	
NAME	TITLE
DATE SUBMITTED	

DEFINITIONS:	
<p>General Information Disaster: Indicate the name of the disaster event (<i>i.e. Hurricane Gloria; or May 4 Gainesville tornado</i>). Unit: Indicate The Salvation Army unit reporting (<i>i.e. FL DHQ; Pensacola Corps; or Jackson, MS, canteen</i>). County: Indicate the county (or parish) where service occurred (<i>i.e. Ocean County</i>). Community: If applicable, indicate the city, town, community, or neighborhood where service occurred (<i>i.e. Marietta, GA, or Lake Park sub-division</i>). Period: Indicate if the report records service activity for a single day (and add the appropriate date) or is a cumulative report recording several days' activity. If the report is cumulative, record the date the report starts and the date the report concludes. Facility Type: Check the box that corresponds with the type of disaster facility filing the report. Location Details: Describe the location where the service activity took place using a street address or other descriptors. If necessary, record GPS latitude and longitude coordinates. Contact Numbers: Indicate phone, fax, e-mail address or other contact numbers for the persons filing the report.</p> <p>Disaster Food Services Note not all food products are recorded in this section. Bulk goods, such as groceries, ice, or cases of water, are recorded under the In-Kind Distribution section. Prepared Meals (hot and cold): Record all meals served. Note that meals are counted and not persons. Drinks (coffee, soda, juice, water): Record all drinks served. One cup (or bottle) equals one drink. Snacks (donuts, cakes, chips): Record all snacks (non-meals) served.</p> <p>Mass Sheltering Note transient accommodations (<i>i.e. hotel rooms</i>) are recorded in the Disaster Social Services section. Lodging Provided: Record lodgings provided. One "lodging" equals one person housed for one night.</p> <p>Medical / Sanitation Medical Services Provided: Record the number persons given direct medical assistance through clinics by The Salvation Army. Showers Provided: Record the number of showers given through Salvation Army facilities or equipment.</p> <p>Disaster Social Services Client Interviews: Record all interviews with individuals. If an individual is interviewed multiple times, count each interview. Referrals to Other Agencies: Record the total number of referrals to other community organizations. Total Cases Opened: Record the total number of unduplicated cases for the disaster operation.</p>	<p>Total Individuals Assisted: Record the total number of unduplicated persons served through the disaster social services program. Financial Assistance (Vouchers): Record all vouchers issued, recording the number of vouchers issued and the cumulative amount. Categories include <i>cleanup / reconstruction; clothing; energy; furniture; gift cards & debit cards; groceries; housing (rent / mortgage); medical / funeral; transient lodging (hotel); transportation; and other (specify)</i>. In-Kind Distribution: Record all delivery of in-kind goods to disaster victims, counting items, orders, or kits as indicated. Categories include <i>blankets; Bibles, brochures, tracts; cleanup kits, cleaning / rebuild supplies; comfort kits; clothing; furniture; groceries / food boxes; ice; infant supplies; tarps / plastic sheeting; toys; water; and other</i>.</p> <p>Emotional & Spiritual Care In this section, record statistics related to Salvation Army emotional and spiritual care activities. Spiritual Care Provided (Prayer): Record all spiritual care contacts, including prayer. If an individual is interviewed multiple times, count each interview. Adult Seekers: Record number of youth seekers (under age 14) who indicate a definite decision of response for conversion, holiness, or consecration. Youth Seekers: Record number of adult seekers who indicate a definite decision of response for conversion, holiness, or consecration. Mental Health Care Provided (CISM): Record all emotional care contacts, including CISM. If an individual is interviewed multiple times, count each interview. Counseling Referrals Provided: Record the cumulative number of referrals to other professional chaplaincy or psychological organizations. Worship Services: Record the number of worship services conducted by The Salvation Army and the number of persons in attendance. Funeral Services: Record the number of funeral services conducted by The Salvation Army and the number of persons in attendance.</p> <p>Finance & Administration Officers: Record the number of unduplicated Salvation Army officers assigned to the disaster relief operation and hours served. Employees: Record the number of unduplicated Salvation Army employees assigned to the disaster relief operation and hours served. Volunteers: Record the number of unduplicated volunteers assigned to the disaster relief operation and hours served.</p> <p>Submitted By In this section, the person reporting the statistical data should sign their name, indicate their title, and date the report.</p>

FOR COMMAND USE ONLY:		
Current	Operational Assets	Unduplicated Totals
	Mobile Canteens	4325
	Other S.A. Vehicles	4320
	Assistance Centers	
	Command Posts	
	Distribution Centers	
	Feeding Facilities	
	Phone Banks	
	Shelters	
	Staging Areas	
	Warehouses	
	Other S.A. Facilities	
	Govn't EOCs*	4330
	Govn't DRCs*	4340
* where The Salvation Army has representation		
Notes:		

**THE SALVATION ARMY
NSS EDS Worksheet
Response Phase**

SA Unit Submitting Report: _____

Name of Disaster: _____

Date(s) of Event(s) This Month: _____

Line	Item	Number of Mtgs	Mtgs Attendance or Number	Vols	Hrs
2350	Memorial Services				
2360	Worship Services				
2405	Adult Seekers				
2415	Youth Seekers (Under Age 14)				
4130	Volunteer Activity				
4310	Unduplicated Number of Disasters This Year (October - September)				
4320	Number of Disaster Vehicles, Excluding Canteens (S.A. Operated)				
4325	Number of Mobile Canteens (S.A. Operated)				
4330	Government Operated Field Office				
4340	Government Operated One Stop Centers				
4350	S.A. Officers Involved				
4360	S.A. Employees Involved				
5125	Total Persons Served (Unduplicated)				
5202	Meals Provided				
5206	Total Snacks Served				
5207	Groceries, Orders Provided				
5221	S.A. Facility Lodgings				
5222	Non S.A. Facility Lodging				
5223	Housing (Rent/Mortgage)				
5230	Clothing - Items Distributed				
5231	Clothing - Orders Prived				
5232	Furniture - Items Distributed				
5233	Furniture - Orders Provided				
5234	Medical - Orders Provided				
5236	Personal Comfort Kits Provided				
5238	Energy Assistance - Orders Provided				
5241	Transportation - Orders Provided				
5245	Debit/Gift Cards Provided				
5250	Toys Distributed				
5270	Other Services				
6310	Interviews With Individuals				
6410	Referral - Other Comm Resources				
7150	Education				

NOTES:

NSS Line Definitions - Emergency Disaster Response Phase

2350 Memorial Services – Represents the number of memorial and funeral services conducted by The Salvation Army and the number of persons in attendance.

2360 Worship Services – Represents the number of worship services conducted by The Salvation Army and the number of persons in attendance.

2405 Adult Seekers – Record number of adult seekers who indicate a definite decision of response for conversion, holiness, or consecration.

2415 Youth Seekers (Under Age 14) - Record number of youth seekers (under age 14) who indicate a definite decision of response for conversion, holiness, or consecration.

4130 Volunteer Activity – Represents the number of volunteers assigned to the disaster relief operation and the number of hours served.

4310 Unduplicated Number of Disasters – Represents the number of unduplicated disasters for this year (October – September).

4320 Number of Disaster Vehicles, Excluding Canteens (S.A. Operated) – Represents the number of vehicles (e.g. shower trailers, trucks, rental cars) operated by The Salvation Army in response to a disaster.

4325 Number of Canteens (S.A. Operated) – Represents the number of mobile feeding units operated by The Salvation Army in response to a disaster.

4330 Government Operated Field Office (S.A. Participation) – Represents number of JFOs with Salvation Army Representation

4340 Government Operated One-Stop Center (S.A. Participation) – Represents number of DRCs with Salvation Army Representation

4350 S.A. Officers Involved – Represents the number of Salvation Army officers assigned to the disaster relief operation and the number of hours served.

4360 S.A. Employees Involved – Represents the number of paid Salvation Army employees assigned to the disaster relief operation and the number of hours served.

5125 Total Persons Served (Unduplicated) – Represents all persons served (unduplicated) through the disaster social services program.

5202 Meals Provided – Represents number of prepared meals (hot and cold) served.

5206 Total Snacks Served – Represents the number of total snacks served.

5207 Groceries, Orders Provided - Represents groceries provided by voucher or distributed through a food pantry or food bank.

5221 Lodgings Provided (S.A. Facility) – Represents lodgings provided in Salvation Army mass shelters. A "lodging" equals one person housed for one night.

5222 Lodgings Provided (Non S.A. Facility) – Represents only lodgings purchased from another source, e.g., hotel, motel, mission, etc. A "lodging" equals one person housed for one night.

5223 Housing Assistance, Orders Provided - Represents the number of housing assistance orders provided (e.g., rent, mortgage).

5230 Clothing, Items Distributed - Represents the number of clothing items provided.

5231 Clothing, Orders Provided – Represents the number of clothing orders provided.

5232 Furniture, Items Distributed - Represents the number of furniture items provided.

5233 Furniture, Orders Provided – Represents the number of furniture orders provided

5234 Medical, Orders Provided - Represents the number of medical orders provided (e.g., prescriptions).

5236 Personal Comfort Kits Provided – Represents the number of personal comfort kits provided (e.g., comfort kits and clean-up kits).

5238 Energy, Orders Provided - Represents the number of energy assistance orders provided (e.g., electric, gas, water).

5241 Transportation, Orders Provided – Represents the number of transportation orders provided.

5245 Debit/Gift Cards Provided – Represents the number of debit and/or gift cards provided.

5250 Toys, Items Distributed - Represents the number of toys and children's gifts distributed.

5270 Other Services -

6310 Interviews/Sessions with Individuals - Represents all contacts with individuals (e.g. disaster social services, emotional care, spiritual care). If an individual is interviewed multiple times, count each interview.

6410 Referrals to Other Community Resources – Represents Referrals To Other Community Resources" which is more than just giving information; it is making a specific arrangement for individuals to apply to another source, e.g., social agency employment sources, clinics, etc., for help.

7150 Education – Represents the number of disaster training sessions and attendance. For conferences, record every session as a separate event and multiply the number of attendees.

**THE SALVATION ARMY
NSS EDS Worksheet
Disaster Recovery Phase**

SA Unit Submitting Report: _____

Name of Disaster: _____

Date(s) of Event(s) This Month: _____

Line	Item	Number of Mtgs	Mtgs Attendance or Number	Vols	Hrs
2405	Adult Seekers				
2415	Youth Seekers (Under Age 14)				
5110	Men (Individual) Cases				
5112	Women (Individual) Cases				
5116	Family Cases				
5120	Total Cases Served (Unduplicated)				
5125	Total Persons Served (Unduplicated)				
5207	Groceries, Orders Provided				
5222	Non S.A. Facility Lodging				
5230	Clothing - Items Distributed				
5231	Clothing - Orders Provided				
5232	Furniture - Items Distributed				
5233	Furniture - Orders Provided				
5234	Medical - Orders Provided				
5236	Personal Comfort Kits Provided				
5238	Energy Assistance - Orders Provided				
5245	Debit/Gift Cards Provided				
5250	Toys Distributed				
5270	Other Services				
6214	Cases Given Case Management (Unduplicated)				
6310	Interviews With Individuals				
6410	Referral - Other Comm Resources				
7150	Education				

NOTES:

NSS Line Definitions - Emergency Disaster Recovery Phase

2405 Adult Seekers – Record number of adult seekers who indicate a definite decision of response for conversion, holiness, or consecration.

2415 Youth Seekers (Under Age 14) - Record number of youth seekers (under age 14) who indicate a definite decision of response for conversion, holiness, or consecration.

5110 Men (Individual) Cases – Represents the number of individual men served for whom a record has been made

5112 Women (Individual) Cases – Represents the number of individual women served for whom a record a record has been made.

5116 Family Cases – Record as one case entire family (regardless of size or composition) assisted/making application for assistance for which a record has been made.

5120 Total Cases Served (Unduplicated) – Represents all cases served (unduplicated) through the disaster social services program.

5125 Total Persons Served (Unduplicated) – Represents all persons served (unduplicated) through the disaster social services program.

5207 Groceries, Orders Provided - Represents groceries provided by voucher or distributed through a food pantry or food bank.

5222 Lodgings Provided (Non S.A. Facility) – Represents only lodgings purchased from another source, e.g., hotel, motel, mission, etc. A "lodging" equals one person housed for one night.

5230 Clothing, Items Distributed - Represents the number of clothing items provided.

5231 Clothing, Orders Provided – Represents the number of clothing orders provided.

5232 Furniture, Items Distributed - Represents the number of furniture items provided.

5233 Furniture, Orders Provided – Represents the number of furniture orders provided

5234 Medical, Orders Provided - Represents the number of medical orders provided (e.g., prescriptions).

5236 Personal Comfort Kits Provided – Represents the number of personal comfort kits provided (e.g., comfort kits and clean-up kits).

5238 Energy, Orders Provided - Represents the number of energy assistance orders provided (e.g., electric, gas, water).

5245 Debit/Gift Cards Provided – Represents the number of debit and/or gift cards provided.

5250 Toys, Items Distributed - Represents the number of toys and children's gifts distributed.

5270 Other Services -

6214 - Cases Given Case Management - 6214 - Cases Given Case Management - Case Management is defined as the primary management of all aspects of case planning including, but not limited to, outreach, assessment, plan formulation, linking to resources, problem-solving, follow-up/aftercare and evaluation. Record a case here **only** at the time the case management plan is **developed**. All interviews dealing with the case are recorded in the interview line #6310.

6310 Interviews/Sessions with Individuals - Represents all contacts with individuals (e.g. disaster social services, emotional care, spiritual care). If an individual is interviewed multiple times, count each interview.

6410 Referrals to Other Community Resources – Represents Referrals To Other Community Resources" which is more than just giving information; it is making a specific arrangement for individuals to apply to another source, e.g., social agency employment sources, clinics, etc., for help.

7150 Education – Represents the number of disaster training sessions and attendance. For conferences, record every session as a separate event and multiply the number of attendees.
