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| **[EMERGENCY] - [COUNTRY]** **UNDAC REPORT** ***Number XX (date)*****United Nations Disaster Assessment and Coordination (UNDAC)**  |
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*Disclaimer: this report is for update of OCHA and UN Resident Coordinator and close partners on the UNDAC activities related to the emergency operations. It is for limited distribution.*

Summary

* Brief summary of the situation report.
* Key issues should be highlighted.

General situation overview

* A general description of the situation and response.
* Include important incidents since last report.

Coordination overview

* Overall coordination mechanisms in place, both national and international.
* Summary of meeting times and frequency.
* Constraints in coordination.

Operational considerations

* Relief entry point.
* Logistical constraints in relief delivery.
* Relief delivery issues, e.g., customs information, etc.
* Special administrative concerns.
* Security-issues.

Urban Search and Rescue (USAR) and Emergency Medical Team activities (only when applicable)

* Number of teams, name, and sending area/country.
* Differentiate between national and international response.
* Areas covered/not covered.

Operational cluster overview

* Which clusters are operational, which not yet established.
* Overview of coordination within clusters.
* Make new headings for each of the operational clusters with specific details  underneath.
* Clearly identify national response in a cluster.
* Relief provided or in the pipeline for each cluster.

National response

* Other national response not covered in the cluster section.

Bi-lateral response

* In-kind contributions.
* Cash contributions.

Other

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