



# EDUCATION & TRAINING RAPID NEEDS ASSESSMENT FORM



(This form must be completed within 2 weeks of a disaster)

## INTRODUCTION TO THE SURVEY

The MoET assessment team is assessing the impact of the disaster on the current education situation at your school. In this assessment, school will also mean a training provider. The survey is coordinated by the Ministry of Education & Training. There will not be any compensation for participation and we cannot guarantee that additional support will be provided to your school following this interview. However, your perspective is essential in improving our understanding of the current situation and will assist the Ministry to develop a Post Disaster Needs Assessment to address the situation in schools. It is important to understand that during a disaster, Education & Training is not the immediate priority for the Government. The Government's priority is to provide shelter, water and food for the affected communities. The survey should take about 30 minutes to complete. All your answers will be treated confidentially. Thank you in advance for your time.

**SECTION A: ASSESSMENT BACKGROUND INFORMATION** (In some circumstances, Principals will self-assess the situation in their school and will be requested to complete the form)

1. **Date of Assessment:** (dd-mm-yyyy) .....
2. **Interviewer's or Assessor's Name:** .....
3. **Interviewer's or Assessor's Department/Office:** .....
4. **Interviewer's or Assessor's Position:** .....
5. **Interviewer's or Assessor's Phone Contact(s):** (i) ..... (ii) .....

## SCHOOL BACKGROUND INFORMATION

1. **Province:** .....
2. **Island:** .....
3. **Registered School Name:** .....
4. **School VEMIS ID:** .....
5. **Students & Teachers Data:**

No.	Details	Total Number	No. with Disability	No. Boarding in Dorms (students) /Living in School (teachers)	Staff paid by Government
1	Students - Boys				
2	Students - Girls				
3	Teaching Staff - Female				
4	Teaching Staff - Male				
5	Non-Teaching Staff - Female				
6	Non-Teaching Staff - Male				

**KEY INTERVIEWEE INFORMATION** *(If Principal is filling out this form, then please move to School Functionality)*

1. Interviewee's position/function? .....
2. Interviewee's name? .....
3. Interviewee's phone number(s)? (i) ..... (ii) .....

**SECTION B: SCHOOL FUNCTIONALITY**

1. Is this school currently operating with teaching and learning taking place? *If yes, please go to question 3.*  
 Yes                       No                       Partially
2. When do you think the school will become fully operational with teaching and learning taking place?  
 Less than 1 week     1 to 3 weeks     More than 3 weeks     Won't re-open     Don't know
3. Is the school used as an evacuation centre? *If no, please go to question 7.*  
 Yes                       No

4. How long will your school be used as an evacuation centre?  
 Less than 3 days     2 to 3 weeks     1 month     Less than 3 months     6 months or more

5. How many school buildings have been used as evacuation centres?

No.	School Building	School Building Used as Evacuation Centre (Yes or No)	Number Used	Any Other Comments
1	Classroom			
2	Administration Block			
3	Library			
4	Dormitory			
5	Dining Hall			
6	Others			
7	Others			

6. How many people are taking shelter at the evacuation centre at your school? .....
7. Has the school suffered damage as a result of the disaster?     Yes                       No

**SECTION C: SCHOOL RESOURCES**

8. Have any of the school's policy documents been damaged or lost as a result of the disaster?  
 None                       Almost 50%                       Almost 100%
9. Have any of the following school's equipment been damaged or lost as a result of the disaster?

No.	School Equipment	Damaged or Lost			Comments
		None	Almost 50%	Almost 100%	
1	Computer				
2	Laptop				
3	Photocopy Machine				
4	Projector				
5	Other				

**10. Have any of the following school's curriculum materials and resources been damaged or lost as a result of the disaster?**

No.	Year Level	Damaged			Comments
		None	Almost 50%	Almost 100%	
	<b>KINDERGARTEN</b>				
1	ECCE Curriculum Policies				
2	Curriculum Material & Resources				
	<b>PRIMARY</b>				
3	Primary Curriculum Policies				
4	Year 1 Material & Resources				
5	Year 2 Material & Resources				
6	Year 3 Material & Resources				
7	Year 4 Material & Resources				
8	Year 5 Material & Resources				
9	Year 6 Material & Resources				
	<b>JUNIOR SECONDARY (JS)</b>				
10	JS Curriculum Policies				
11	JS Technology Equipment/Tools				
12	JS Agriculture Equipment/Tools				
13	Year 7 Material & Resources				
14	Year 8 Material & Resources				
15	Year 9 Material & Resources				
16	Year 10 Material & Resources				
	<b>SENIOR SECONDARY (SS)</b>				
17	SS Curriculum Policies				
18	SS Equipment/Tools – Arts				
19	SS Equipment/Tools - Science				
20	Year 11 Material & Resources - Arts				
21	Year 11 Material & Resources - Science				
22	Year 12 Material & Resources - Arts				
23	Year 12 Material & Resources - Science				
24	Year 13 Material & Resources – Arts				
25	Year 13 Material & Resources - Science				
26	Year 14 Material & Resources - Arts				
27	Year 14 Material & Resources - Science				
	<b>GENERAL</b>				
28	Black boards / White boards				

**11. Have any of the following school's recreational supplies been damaged or lost as a result of the disaster (eg sports equipment)?**

- None
  Almost 50%
  Almost 100%

12. Have the school's power source been damaged as a result of the disaster?

No.	Power Source	Damaged			Comments
		None	Almost 50%	Almost 100%	
1	Grid eg UNELCO, VUI				
2	Solar				
3	Generator				
4	Other				

**SECTION D: WATER, SANITATION AND HYGIENE**

13. Does the school have an active Health or WASH committee?  Yes  No

14. Please fill in relevant boxes relating to the school's water source:

No.	Water Source & System	Water Supply			
		Total Quantity?	Quantity damaged during emergency?	Is the water used for drinking? Yes or No	What parts or fitting is needed to fix the water source or system?
1	Spring water: Has box & roof? Yes No				
2	Borehole (A water hole that uses a generator to pump out the water)				
3	Surface water (eg river, lake, swamp, pool, water hole (well), desalinated)				
4	Rain water				
5	Hand pump				
6	No water source				
7	UNELCO supply				
8	VUI supply				
9	Public Works supply				
10	Any other				

15. Please fill in relevant boxes relating to the school's water storage:

No.	Water Storage	Total Quantity?	Quantity damaged during emergency?	Is the water used for drinking? Yes or No	What parts or fitting is needed to fix the water source or system?
1	Drum				
2	Water Tank				
3	Well (concrete)				
4	Filter Container (UNICEF)				

16. What is the water situation in the school after the emergency (please tick in relevant boxes):

There is no water for daily use	There is water to cook only	There is water to cook and drink only	There is water to drink, cook and swim	There is enough water for parents to collect to assist with children at home

**17. Please fill in relevant boxes relating to access to water for people with special need:**

	Type of Special Need	Yes	No	If yes, what type of challenge do they face?
1	Is there anyone that has a special need that has a hard time to access water?			
2	Are there any pregnant mothers that have a hard time to access water?			
3	Are there any elderly people that have a hard time to access water?			

**18. Please fill in relevant boxes relating to your knowledge of water preservation:**

	Water Preservation	Yes	No	If yes, what type of challenge do they face?
1	Boiling of water			
2	Treat water with water tablet			
3	Settling of water*			
4	Solar Disinfection (SODIS)*			

\* Settling of water is allowing water to sit and solids to collect at the bottom of the water vessel; and Solar Disinfection (SODIS) is using ultraviolet radiation to kill harmful bacteria in a clear water bottle exposed to the sun.

**19. Please fill in relevant boxes relating to your assessment of school toilets:**

No.	Type of Toilet	Quantity of Boys Toilets			Quantity of Girls Toilets			Quantity of Teachers Toilets		
		Total	Not Damaged	Damaged	Total	Not Damaged	Damaged	Total	Not Damaged	Damaged
1	Flush toilet									
2	VIP									
3	Pit with slab**									
4	Open pit (bush toilet)**									
5	Sea / River									
6	Bush									
7	Others									

\* Pit with slab is a pit toilet with a concrete or fully sealed timber slab; and Open pit (bush toilet) is a pit toilet without a sealed slab (e.g. a toilet where pests/bugs/rats/flies etc, could access the pit other than through the pit hole/riser).

**20. Please fill in relevant boxes relating to the capacity of the school to respond to school hygiene:**

	<b>What resources does the school have?</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
1	How many hand-washing stations are there in the school?			
2	Is there soap to wash your hands at the hand-washing station?			
3	Does the school have the resources to make the soap? Eg Coconut oil from the shop o locally produced?			
4	Is there someone who can teach the school community to make soap?			
5	Does someone in the school community know how to build a "tipi-tap"?			
6	Does the school know the actions to prevent virus from spreading when you cough?			
7	Does the school have a poster on proper hand washing practices?			
8	Does the school have a poster on the preservation of safe drinking water?			
9	Does the school have a WASH club or WASH committee?			

**SECTION E: STUDENT & TEACHER DATA**

**21. How many children are attending school after the emergency compared to before the emergency?**

- None
  Almost 50%
  Almost 100%
  Over 100% (*transfer-in*)

**22. Since the emergency, what are the top 3 reasons why children are not attending school (*list in order of priority*)?**

<b>No.</b>	<b>Details of Reasons</b>	<b>Priority</b>
1	Classrooms or school buildings are damaged	
2	Classrooms or school buildings used as evacuation centres	
3	Children and families are evacuated or displaced	
4	Education materials and resources are damaged	
5	Teachers are absent	
6	Children needed at home to help family	
7	Children are traumatized	
8	No money to pay for fees	
9	No road access to schools	
10	Lack of food	
11	Lack of water	
12	No communication	
13	Any other (please specify)	

**23. Since the emergency, approximately how many teachers are able to come to school?**

- None
  Almost 50%
  Almost 100%
  Over 100% (*transfer-in*)

24. Since the emergency, what are the top 3 reasons why teachers are not attending school (*list in order of priority*)?

No.	Details of Reasons	Priority
1	Personal home is damaged	
2	Classrooms or school buildings are damaged	
3	Classrooms or school buildings used as evacuation centres	
4	Teacher is re-located to another school with students	
5	Education materials and resources are damaged	
6	No road access to schools	
7	Lack of food	
8	Lack of water	
9	No communication	
10	Any other (please specify)	

#### SECTION F: SUPPORT TO THE SCHOOL

25. Have any communities been able to provide support to the school since the emergency?  YES  NO

If YES, please fill in the table below (*please tick relevant box indicating support from specific community*);

If NO please go to question 26.

No.	Type of Support Provided	School /Local Community	Local Education Officials	External Partners	Others
1	Repairing damaged classrooms or school buildings				
2	Providing materials to set up temporary learning spaces				
3	Providing materials to set up child friendly spaces				
4	Providing teaching and learning materials				
5	Providing school materials				
6	Providing school feeding				
7	Repairing / providing safe water				
8	Repairing toilets				
9	Providing hygiene kits				
10	Providing psycho-social support for students and teachers				
11	Providing training for teachers and other school staff				
12	Recruiting additional teachers				
13	Working with communities to have children return back to school				
14	Any other (please specify)				
15	No support provided				

**26. What are the most urgent needs in your school that requires external support, to ensure educational continuity?**

<b>No.</b>	<b>Details of Reasons</b>	<b>Priority</b>
1	Repairing damaged classrooms or school buildings	
2	Providing materials to set up temporary learning spaces	
3	Providing materials to set up child friendly spaces	
4	Providing teaching and learning materials	
5	Providing school materials	
6	Providing school feeding	
7	Repairing / providing safe water	
8	Repairing toilets	
9	Providing hygiene kits	
10	Providing psycho-social support for students and teachers	
11	Providing training for teachers and other school staff	
12	Recruiting additional teachers	
13	Working with communities to have children return back to school	
14	Any other (please specify)	
15	No support needed	



**SECTION G: SCHOOL FACILITIES SURVEY**

The school site plan MUST be attached to this survey so interviewer can indicate specific buildings that were damaged.

**27. Please fill in relevant boxes relating to your assessment of school buildings:**

No.	Building Name	Permanent Building			Semi –Permanent Building			Traditional Building		
		No Damage (#)	Minor Damage (#)	Major Damage (#)	No Damage (#)	Minor Damage (#)	Major Damage (#)	No Damage (#)	Minor Damage (#)	Major Damage (#)
1	Classroom									
2	Science Lab									
3	Technology Room									
4	Staff Room (if separate from administration block)									
5	Library									
6	Administration Block									
7	Storage Room									
8	Generator Shed									
9	Workshop									
10	Play Area (for ECE)									
11	Dining Hall									
12	Boys Dormitory									
13	Girls Dormitory									
14	Boys Toilets									
15	Girls Toilets									
16	Boys Shower									
17	Girls Shower									
18	Clinic /Dispensary									
19	Staff House (GoV/ Schl)									
20	Other (please specify)									

Notes to Types of Damage:

i) No Damage: The school buildings were not damaged during the emergency;

(ii) Minor Damage: The school buildings had minor damage during the emergency, such as minor damage to windows, doors, frames, roof, etc; and

(iii) Major Damage: The school buildings had major damage during the emergency, such as damage to building structure, complete structure, etc.

**Additional Comments on School Facilities:**

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**SECTION H: ADDITIONAL COMMENTS OR QUESTIONS FROM INTERVIEWEE THAT HE/SHE WOULD LIKE TO ADD**

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**ACKNOWLEDGEMENT**

*As mentioned in the beginning, our discussion today is meant to help us learn about the situation in your school.  
Thank you very much for your time and God Bless!*