

Toolkit for Equitable
Emergency Management

Appendix F

Data Collection Template

2025

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001011 00110100 11000000
110111 11100100 11100101
100010 01011111 01110111
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Appendix F - Data Collection Template

Section: Data Collection

Project Name:

Community:

Date:

Prepared by:

Purpose

To systematically gather data needed for the HRVA, ensuring that the data collection process is inclusive and considers the diverse needs and experiences of all community members. This section aims to collect comprehensive and disaggregated data to inform the HRVA process.

Please note, these are examples of potential data types and sources. You may need to make additions based on the purpose and objectives identified. Please refer to [Appendix E](#) for additional information on data sets.

Instructions

1. **Identify Data Sources:** List and access all relevant data sources, including historical records, scientific data and climate projections, community input, and Indigenous Knowledge.
2. **Engage Partners/Stakeholders:** Ensure meaningful participation from all relevant stakeholders, including marginalized and underrepresented groups.
3. **Collect Disaggregated Data:** Gather data disaggregated by gender, age, socioeconomic status, ethnicity, and other relevant factors.
4. **Align with IGA:** Ensure that the data collection process aligns with IGA principles, considering how different social identities influence experiences and outcomes.

Example Data Types and Sources:

1. Historical records of hazard events from government agencies, weather services, and local archives.
2. Scientific data from geological surveys, meteorological data, and other relevant sources including climate projections.
3. Community input through surveys, focus groups, and interviews.
4. Indigenous Knowledge and historical accounts of hazards.
5. Demographic data from public health records or census.

[Refer to Appendix E for a full list of suggested data sets.](#)

Data Collection:

Data Type	Source	Person Responsible	Due Date

Quick Reference Checklist

Identify Data Sources:

- Obtain historical records and climate projections of hazard events from government agencies, weather services, and local archives.
- Consult with Indigenous communities to gather Traditional Knowledge and historical accounts of hazards.
- Use scientific data from geological surveys, meteorological data, and other relevant sources.

Engage Partners/Stakeholders:

- Conduct community meetings and focus groups to gather feedback on perceived hazards and their impacts.

- Ensure participation from diverse community members, including marginalized groups.
- Use culturally appropriate methods to engage different social identity groups.

Collect Disaggregated Data:

- Gather data disaggregated by gender, age, socioeconomic status, ethnicity, and other relevant factors.
- Ensure that the data reflects the diverse experiences and needs of all community members.

Align with IGA:

- Ensure that the data collection process considers how different social identities (gender, age, race, socioeconomic status, etc.) influence experiences and outcomes.
- Incorporate feedback from diverse partners/stakeholders to refine the data collection process.