



Checklist for the Reception of Refugees in Emergency Situations

This Checklist for the Reception of Refugees in emergency situations aims to provide comprehensive guidelines for frontline teams in order to ensure an effective and coordinated response to humanitarian crises.

1. Initial needs

- ☐ **Drinking Water:** Guaranteed access to safe and sufficient water for consumption or personal hygiene.
- ☐ **Food:** Access to nutritious and appropriate food, including options for children and people with dietary restrictions.
- ☐ **Shelter:** Tents, blankets, mattresses or any improvised shelter.
- ☐ **Clothing:** Clothing suitable for the climate and essential items such as footwear.
- ☐ **Hygiene:** Hygiene kits containing soap, a toothbrush and toothpaste, sanitary napkins, nappies and toilet paper.
- ☐ **Energy:** Access to energy sources such as torches, batteries and solar chargers.

2. Medical and Health Care

- ☐ **Medical Care:** Medical teams should be on hand to provide first aid, and for the treatment of injuries and illnesses.
- ☐ **Essential Medicines:** A supply of basic essential medicines for the treatment of chronic diseases.
- ☐ **Mental Health:** Psychological support to deal with trauma and stress.
- ☐ **Sanitation:** The installation of portable or dry toilets, hand-washing stations and waste management.

3. Safety and Security

- ☐ **Protection Against Violence:** Ensure protection from violence, exploitation, abuse and human trafficking.
- ☐ **Support for Vulnerable Groups:** The provision of special protection for unaccompanied minors, women, the elderly and people with disabilities.
- ☐ **Safe Spaces:** Create safe areas for vulnerable groups.
- ☐ **Documentation:** The provision of assistance in obtaining or replacing identity documents and in the administrative processes granting refugee status.

4. Communication and Information

- ☐ **Information on Rights:** Provision of information on refugees' rights, such as how to apply for asylum and other essential services.
- ☐ **Contact with Family:** Facilitating communication so that people can reconnect with their family and/or friends.
- ☐ **Local Information:** Keeping refugees informed about the local situation and any relevant changes.



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5. Education and Reintegration

- ☐ **Emergency Education:** Distribute school supplies and provide recreational and educational activities for children and young people to help reduce trauma.
- ☐ **Preparing for reintegration:** Plan social and economic reintegration programmes, including professional training.

7. Legislation and Human Rights

- ☐ **Respect for Rights:** Ensuring that all actions are in line with international conventions on the rights of refugees.
- ☐ **Advocacy:** Work for administrative protection and recognition of refugee status.

6. Coordination and Logistics

- ☐ **Resource Management:** Monitor and manage the distribution of resources and donations.
- ☐ **Partnerships:** Collaborate with NGOs, local public services, government bodies and international organisations to optimise the response.
- ☐ **Monitoring and Evaluation:** Carry out regular evaluations to adapt responses to emerging needs.

