◉ OCHA

Do's and Dont's in the VO

Generic information

Where	Do's	Dont's
	Read before you post info to make sure you are not duplicating.	
	Think under which discussion title you post your comments.	
		Don't post inappropriate/irrelevant information.

Info to post in the early disaster phase (first day)

Where	Do's	Dont's
As comment under Situation	A short summary of news reports (e.g. from other websites) with only relevant information.	Copy-paste entire news feeds from other websites.
As comment under Situation	Create a link to news website about the relevant disaster.	
As comment under Situation	Share relevant hashtags or accounts (e.g. Twitter) to find or share related information.	
As comment under Situation	Share links to other relevant web based information tools.	
As comment under Situation	Links to analytical information products (e.g. damage mapping)	
	If you have contacts on the ground, such as local NGO partners, share information that you receive from them.	
Upload under "MAPS"	Situation maps or analytical maps.	
As "New map request" under "MAPS"	Request maps with precise indication of what information you need and in which region or location.	Request for a map without any specific information.

Deployment phase

Where	Do's	Dont's
Under "RELIEF TEAMS" in the team fact sheet	Create a team record with status "Monitoring".	Comment: We are monitoring the situation.
Under "RELIEF TEAMS" in the team fact sheet	Update the status in the team record.	Comment: Team is mobilizing, has arrived, etc.
As comment under Situation	Read before you post! Provide updated or new information about the disaster that has not been posted yet.	Post before reading what others have already posted.
As comment under "Operational Environment" Situation	Information about airport, Logistics, roads, etc. that might be useful for other teams to plan their operations.	

As comment under "Operational Environment" Situation	Questions about certain conditions (transport, immigration, security, weather, etc.) that might be useful also for others and could be answered by teams already in the field.	

Operations Phase

Where	Do's	Dont's
As comment under OSOCC in the appropriate "Sector"	Change the status to "Mission completed" in the team record.	
As comment under OSOCC in the appropriate "Sector"	Attach Demobilization Form to the team record.	

Demobilization phase

Where	Do's	Dont's
Under "RELIEF TEAMS" : change status	Change the status to "Mission completed".	Post "Mission completed" as a comment.
Under "RELIEF TEAMS": attach to team record	Attach Demobilization Form.	Post your demobilization form as a comment.

Post-mission phase

Where	Do's	Dont's
Under "RELIEF TEAMS" as attachment to the fact sheet	Evaluation of the mission relevant to the VO and/or international coordination/cooperation.	Post detailed mission reports intended for internal use in your organization.