



Early Action Plan Framework

The **Early Action Plan (EAP)** framework presents the components that make up a community-level EAP. The framework **indicates the actors who are most relevant to each component, what kind of actions each component will need, and the related inputs and outputs of each component.** The components are categorised into three stages to indicate the logical flow of inputs and outputs.

An implementation plan will be developed to adapt this framework to each city's context.



1



Pre-workshop

No.	Components	Key Actors	What it Includes	Inputs	Actions	Outputs
1	Identify previous/existing actions taken by communities	Community Partner	<ul style="list-style-type: none"> Use the project's baseline findings as a starting point Identify collective actions that communities currently take 	Source: <ul style="list-style-type: none"> Baseline findings Co-production workshop outcomes Other relevant sources 	<ul style="list-style-type: none"> Resurgence does desk research and compiles the list Community partners validate the list 	<ul style="list-style-type: none"> List of current actions Divide as flood and heat (and other key hazards) Timescale of actions Categorise as community or household level Indicate any actions that are context-specific
2	Study city-level Disaster Risk Management (DRM) plan	Partners	<ul style="list-style-type: none"> Who can provide this? Identify other relevant key plans, e.g., Red Cross's Early Action Plan (EAP), DRM authority at the Federal and City level 	<ul style="list-style-type: none"> City authority's citywide plan Red Cross's city EAP or other response protocol District Disaster Preparedness and Contingency Plan (or equivalent) District Disaster Management Plan (or equivalent) 	Community partners ask for the plan from each city authority and Red Cross	Key actions, steps, thresholds, triggers, actors
3	Participatory mapping of current DRM system actors, roles, actions, programmes and resources	Resurgence team + partners	<ul style="list-style-type: none"> Start from the DARAJA stakeholder mapping of the Weather Climate Information Services (WCIS) value chain This will identify who to connect with for key resources e.g., anticipatory action financing Including communication channels Inter-agency coordination 	<ul style="list-style-type: none"> Last revision of the city's DARAJA Information Ecosystem Map (IEM) List of DRM stakeholders - (<i>output of the previous step</i>) 	<ul style="list-style-type: none"> Identify the roles of stakeholders from the existing IEM and the DRM process Map out the various actors and their roles and actions in the city DRM process Consolidate the above two maps Partners validate/add to it State the roles and responsibilities in the WCI chain 	Mapping of DRM stakeholders and their roles - specifically for the project area
4	Developing thresholds for the target communities Stage 1 (<i>Stage 1 is a pre-workshop step</i>)	National Meteorological and Hydrological Service (NMHS) + DRM entities + Resurgence + community partners + Hydrologists from Ministry of Water (<i>other stakeholders depending on the country/city</i>)	<ul style="list-style-type: none"> Major inputs from NMHS and city DRM Review previous hazard thresholds and risks Develop or refine thresholds and warning triggers for local conditions - as it can be different from the city-level thresholds Timescale range of warnings and related actions - different thresholds for different lead time (staggered along with actions) What is the capacity of NMHS for timescale provision of Early Warning (EW) 	<ul style="list-style-type: none"> What are the existing thresholds - at what level, timescale and hazard? Can NMHS create settlement-level thresholds? What do they require to develop these thresholds? What inputs do NMHSs require from other stakeholders? Can NMHS provide warnings at different points of the timescale - in days? 	<ul style="list-style-type: none"> Evaluation of existing thresholds for severe weather conditions Carry out impact analysis of weather hazards in the target areas 	<ul style="list-style-type: none"> Finalised thresholds - noted down Document the existing thresholds Establish weather and climate risks impacting the target areas



End of Phase: Validation of pre-workshop outputs and workshop planning

2



Workshop

No.	Components	Key Actors	What it Includes	Inputs	Actions	Outputs
5	Participatory spatial mapping <i>(includes mapping of disaster risk hotspots, safe areas routes, aid provision locations etc.)</i>	Partners + validation with communities	<ul style="list-style-type: none"> • Mapping of the spatial risk and impacts e.g., roads that usually flood • Community physical spaces, e.g., schools, community halls, religious buildings, hospitals, dense tree canopies, etc. • Do not repeat if this mapping has already been done - acquire the map and refine it for this exercise 	<ul style="list-style-type: none"> • Spatial map of the settlement (ideally high-resolution GIS [Geographical Information System] map) available on Open Street Map (OSM)/online or from city authority • Vulnerability/exposure map of the settlement - from city authority - for flooding and heat 	<ul style="list-style-type: none"> • Organise a workshop with the community • The Community Partner will design the mapping activity approach; below is an example of an approach: <p><i>Workshop:</i></p> <ol style="list-style-type: none"> 1. Have a Transect Walk with the participants 2. Provide a base spatial map and multiple sheets of tracing/butter paper 3. Each sheet should be used to draw/map a particular theme, i.e., physical risk, nonphysical risk, etc. 4. Organise into groups 5. Give guiding questions to groups to facilitate the mapping <i>(see page 7 for guiding questions)</i> 6. Joint review of all the maps to identify and fill in gaps 7. Integrate the participatory mapping data with the digital map 	Final map to be handed over to the community - can be provided in a creative product, e.g., flyer, A3 copy put up on the notice board, etc. <i>(Related to component 6)</i>
	Create an Action Matrix <i>(ref. page 6)</i>	Community Partner + Community + Resurgence team (support)	<ul style="list-style-type: none"> • Select the actions that are most relevant to the community • Identify the resources required to execute each action, e.g., finances, labour, information, etc. • List of all known actions for each hazard • Categorise them as community action or household action • Timescale of each action • Use the Action Matrix to identify what types of gaps exist • Find sources from where the community can access the resources required to execute the action 	Outputs of components 2 and 3	<p>Workshop:</p> <ul style="list-style-type: none"> • Prepare a set of actions before the workshop • Identify existing strengths, resources and gaps within the community • Identify sources to acquire required resources • Community decides on the actions that can be taken in their context 	Completed Action Matrix

2



Workshop

No.	Components	Key Actors	What it Includes	Inputs	Actions	Outputs
5	Developing thresholds Stage 2	NMHS + DRM entities + Resurgence + community partners + Hydrologists from Ministry of Water (other stakeholders depending on the country/city)	<ul style="list-style-type: none"> • Thresholds and triggers for local conditions - as it can differ from the broader city • Timescale range of warnings and related actions - different thresholds for different lead time (staggered along with actions) • What is the capacity of NMHS for timescale provision of EW 	<ul style="list-style-type: none"> • Outputs from Stage 1 (component 4) 	Consolidate all the inputs, in a participatory format with the community and stakeholders to agree on the thresholds	Finalised thresholds - noted down
	Trigger for warning	Who triggers the warning? NMHS, DRM authority or a coordinating body?	Difference between threshold and trigger	<ul style="list-style-type: none"> • What information do they require for the trigger? • Who are they dependent on? 	<ul style="list-style-type: none"> • Assess the triggers by involving stakeholders <p>Workshop:</p> <ul style="list-style-type: none"> • Co-produce warning messages with community 	<ul style="list-style-type: none"> • The trigger • Communication protocol for dissemination of warnings • Warning messages to disseminate
	Activation of community EAP <i>(Protocol for the decision to activate)</i>	Community + Community partner + NMHS	<ul style="list-style-type: none"> • Who decides to activate the plan? Community leaders? • What should be considered when making the decision to activate the EAP? • Decision-making checklist 	Finalised thresholds and triggers	Identify the people to make the decision and form the Activation Group	<ul style="list-style-type: none"> • Record of the decision-making process • Decision-making checklist • Activation Group
	Communication of the activation	Community + Community partner + NMHS (+ lead communication provider?)	<ul style="list-style-type: none"> • Once the decision to activate the plan is made, communicate it to all community members and institutional stakeholders • Communication channels to use • Amount of time within which the communication should reach the community • Who has the role of communicating? 	Existing communication systems	Validate and/or update the existing communication systems for use in this step	<ul style="list-style-type: none"> • Finalised communication channels through which the warnings and activation/call-to-action is disseminated • Frequency of communication of the key message • List of institutions to inform about the activation



End of Phase: Validation of workshop outputs and mock-drill planning



Action Matrix Template

1. Action	2. Weather / Hazard	3. Time	4. Scale	5. Benefits Longevity
Describe the action	Which weather condition or hazard is this action for <i>Can be multiple (multi-hazard action)</i>	Is this action anticipatory, response or rebuild in relation to when the event occurs <i>Choose from Before, During, or After (can be multiple)</i>	At which level is this action being taken <i>Choose from Household, Community, Division, or City (can be multiple)</i>	How long will the benefits of this action last <i>Choose from Few days, One season, 1-2 Years, 2-5 Years, or Long-term</i>

Resources

6. Money	7. Materials	8. Labour	9. Information	10. Others
<ul style="list-style-type: none"> How much money does this action require At what stage is this money required 	<ul style="list-style-type: none"> What materials does this action require At what stage are these materials required 	<ul style="list-style-type: none"> How much and what kind of labour does this action require At what stage is this labour required 	<ul style="list-style-type: none"> What kind of information does this action require At what stage is this information required 	<ul style="list-style-type: none"> Are there any other resources that are required At what stage are these required

Support

11. Local Community	12. Government	13. NGO	14. Private	15. Others
<ul style="list-style-type: none"> Does the local community/neighbours need to provide support for this action to be taken At what stage is their support required 	<ul style="list-style-type: none"> Does the Government need to provide support for this action to be taken Which Government division/level At what stage is their support required 	<ul style="list-style-type: none"> Do NGOs need to provide support for this action to be taken Which NGOS At what stage is their support required 	<ul style="list-style-type: none"> Do any private stakeholders need to provide support for this action to be taken Which private stakeholders At what stage is their support required 	<ul style="list-style-type: none"> Are there any other stakeholders who can provide support for this action to be taken Which stakeholders At what stage is their support required

3



Post-workshop

No.	Components	Key Actors	What it Includes	Inputs	Actions	Outputs
6	Create information products to present the EAP	Community Partner	Create a range of products that can easily communicate the finalised plans, e.g., household checklist, flyers, community notice boards, videos, etc.	<ul style="list-style-type: none"> Spatial map Thresholds and triggers Communication channels and other related information Actions, resources and other key information from the Action Matrix 	Design multiple simplified, user-friendly, self-explanatory information products e.g., flyers, posters, videos, etc., that include all the critical information that the community needs to take action according to the co-designed EAP.	Multiple information products
7	Increase awareness in the community about the action plans	Community Partner, NMHS and other key authorities	Use existing channels to communicate the need to be aware of the community action plans and their own household plans.	Multiple information products (Outputs of components 6)	<ul style="list-style-type: none"> Use existing awareness creation channels Localised awareness campaigns focused on EAP Make the information products (and information) easily accessible Community takes ownership of generating awareness 	Awareness creation campaign, methods, products
8	Simulation and capacity building needs of the community	All	<ul style="list-style-type: none"> Simulation of hazard impact scenarios to test the EAP implementation Prepare a training and capacity-building plan to close the skills and knowledge gaps 	Gaps identified throughout the EAP development process	Simulation (mock-drill) Training and Capacity-building	
9	Monitoring and Evaluation (M&E) plan for the EAP at community level	Community Partner, Community and Resurgence			Joint development of M&E tools	Co-developed and agreed upon M&E tools to track the application and impact of the EAP
10	Review and update the EAP on a periodic basis		<ul style="list-style-type: none"> Who owns this process; civil society groups or local authority or DARAJA community partners? Inter-agency coordination? Feedback and data gathered on the previous EAP implementations 	<ul style="list-style-type: none"> Action Plan (previous version) Information products Information captured through the M&E tools (output of component 9) 	<ul style="list-style-type: none"> Capture feedback from the community Gather the group of leaders and community representatives to review feedback and the last season when the EAP was activated Identify lessons, improvements, gaps Update the EAP to include the above-identified lessons Update the relevant information products and communicate the updated plan across the community 	Updated Action Plan and updated information products