Early action protocol summary (EA#1)
Locally Led Anticipatory Action Toolkit

Purpose

The purpose of this tool is to set out an early action protocol (EAP), what the operational strategy will be (how the EAP will be implemented) and suggested intervention (early actions) and funding mechanisms.

Guidance

This form should be agreed with the facilitating agency before a crisis. It works on the basis that a donor (e.g. Diakonie Katastrophenhilfe(DKH)) has approved a total allocation of (insert amount) from its Anticipatory Action mechanism (e.g. DKH Small Emergency Fund) for their civil society partner.

The approved amount consists of an immediate allocation of (insert amount) for readiness (partner advanced preparedness actions) and (insert amount) automatically allocated to implement early actions once the defined triggers are met.

Date EAP approved	
EAP number	
Budget	
Population to be assisted	HHs / Population (male, female)
Budget	
EAP timeframe	Period in years
Early action timeframe	Days / Hours

Donor (i.e., DKH) has approved a total allocation of (insert amount) from its Anticipatory Action mechanism (i.e., DKH Small Emergency Fund) for local partners. The approved amount consists of an immediate allocation of (insert amount) for readiness (partner anticipatory action preparedness), and (insert amount) automatically allocated to implement early actions once the defined triggers are met.

1. Summary of the Early Action Protocol

Context

Describe the context

Hazardous event

Describe the hazardous event

EAP Development

Describe the process of developing the EAP, including key reference documents, the stakeholders and how they were involved. In particular, the process of engaging with disaster management authorities, actors or agencies working on anticipatory action (e.g. Start Network, Red Cross Societies, OCHA, WFP, etc.), meteorology departments, or flood management agencies in determining the trigger indicators and thresholds.

Mechanism and Tools applied

EA Tool #	Early Action Mechanism Resources, and how they are to be applied	When & whom to apply[1]
EA #1	**Early Action Protocol (EAP)** The development of EAPs is essential for rapid onset disasters and crises to ensure that the anticipatory window of opportunity to respond prior to impact or the peak of a crisis is not missed. When an EAP is in place, the Fund Holder and partners monitor the forecasting and early warning systems outlined in the EAP and activate the process when trigger thresholds are reached.	Step 1 Fund holder in coordination with partners
EA #2	**Early Action Alert Note** When an EAP is in place, but the trigger is based on analysis of contextual information, then specific sections of the Alert Note need to be completed to provide an analysis of the forecasting information. This is needed so that a consensus can be reached on this analysis.	Step 2 Partners
EA #3	**Approval Questions for Early Action Alerts** The questions are used by the fund holder, in consultation with Technical Advisors, to assess Alert Notes. These approval questions can also prove useful to guide the development of subsequent proposals for early action.	Step 3 Fund Holder
EA #4	**Early Action Proposal** The Early Action Proposal needs to be developed and pre-approved ahead of a crisis. This pre-approved proposal is then rapidly adjusted with specific details based on the submitted Alert Note and submitted immediately (the same day, or latest the next day, after an Alert Note is approved). The proposal is then reviewed, and funds transfer is initiated within (insert hours or days) period. Note: Options for prefinancing by partners also need to be discussed in advance (e.g. from any ongoing project funds) in case there are delays in the transfer of funds.	Step 3 Partners
EA #5	**Early Action Review** The Early Action Review must be conducted by the partner within 5 weeks of a trigger being activated, in coordination with the fund holder. This is needed as the review includes an evaluation of the Early Action Fund Mechanism.	Step 4 Partners & Fund Holder

[1] The number of steps indicated here relate to the steps outlined in the tool, standard operating procedure: small emergency fund mechanism for early action.

Geographical Scope

Target population

Details to be validated and completed.

☐ IDPs	☐ Infants (0-5 years)	☐ Elderly (60+)
☐ Refugees	☐ Children (6-17 years)	
☐ Host population	☐ Adults (18-59)	

Map of high-risk areas and population

Include maps indicating high risk areas for your target area – as developed in your PVCA

High	Medium	Low	Very low

Target Impacts & exposed vulnerable elements

Impacts:	Exposed vulnerable elements:
What are the foreseen humanitarian concerns?	Specific details of people and assets most vulnerable to the impacts
Examples: ● Loss of life ● Houses affected or destroyed ● Loss of personal assets ● Infrastructural damage (roads, bridges, health, education, wells) ● Loss of crops and agricultural production ● Loss of livestock ● Increase in waterborne diseases (cholera) ● Decreased crop yields ● Decreased productivity and sales ● Disruption of livelihoods and businesses ● Business disruption ● Lower sales of ironworking products ● Separation of families	Examples: ● People living, and with livelihood activities, located near riverbanks and wetlands (marshlands) ● Houses and huts near the riverbanks or in marshland ● Poor families without the means to safely keep their documents, money and other assets ● Poor families who do not have access to clean water, water filters or who do not have mosquito nets ● Agricultural crops; mainly poor families with no or limited storage capacities ● Livestock located along rivers ● Community roads, bridges and other infrastructures ● Community health centres ● Schools located along rivers or the coast, equipment and educational materials ● Low level wells unprotected against flood water

Add rows as necessary.

Forecast and Trigger Indicators

Insert information on the (local and national) forecasting systems used. Also provide a table or state the months of the high-risk period for: (insert hazardous event)

Forecasting & Vulnerability Monitoring Systems

Insert information on the:

- ☐ Community-based forecasting systems:
- ☐ National and International Forecasting Systems:
- ☐ Vulnerability indicators:

Trigger Indicators & Thresholds

Insert information on the trigger indicators and thresholds. (Information presented needs to be coherent / harmonised with those within the anticipatory action frameworks developed in the country by other agencies. These trigger indicators and thresholds need to be kept updated according to advancements made in trigger models, thresholds, and forecasting and early warning systems. Advocacy should also be conducted on the need for trigger models with longer lead times, including based on local information if data or evidence from Early Action Reviews support this.)

2. Operational Strategy – How the EAP will be implemented

Who will implement the Early Actions? (Local capacities)

Insert information on partner structures, community groups or committees, and other local structures.

How will the EAP be activated - The Alert, Trigger mechanism & Stop Mechanism

Explain the coordination mechanisms for determining and communicating when a hazard event is forecast or foreseen (an Alert), and trigger indicator thresholds have been reached. Also indicate how any other 'factors' (as outlined in the forecast section above) will be utilised.

Coordination mechanisms:

Stop Mechanism:

A stop mechanism is applied in the event that there is a significant reduction in the forecast severity of the hazard impact for the selected target area.

How will the EAP reduce the impact on the population – The Actions

Early actions are proposed on the basis of risk analysis that events of a certain magnitude are linked to high levels of impact, based on the historical impact analysis, as outlined above in the section. Insert information on target impacts and exposed vulnerable elements (risks addressed).

Early actions	Risks addressed

Add more rows as necessary.

3. Intervention

Overall objective: To reduce the impact of (hazardous event) on communities and individual households living in exposed areas (e.g., a flood prone).

Population to be assisted: Maximum (number) households, a total of (number) people, living in prioritised areas, living in (hazard) prone areas and (vulnerability factors – i.e. close to riverbanks, living in remote rural communities, etc.).

Programme standards / benchmarks

- ☐ List the common project standards which are applied in the design and implementation of response interventions by partners, which also need to be applied to this early action intervention, including: Gender & Age; Special Needs; Do No Harm and conflict sensitivity; Accountability & feedback mechanisms; Sector specific standards; Standards relating to Cash and Voucher Assistance (CVA) modalities (including microgrants / group cash transfers procedures); Etc.
- ☐ Ensure that there is inclusion, as well as a functioning accountability and feedback mechanism, while ensuring a 'Do No Harm' approach.
- ☐ Sphere Standards
- ☐ Compliance to core humanitarian standards and humanitarian principles
- ☐ COVID-19 prevention and regulations will be adhered to during the entire process of engagement.
- ☐ Use safeguarding policy and image policy, which require communities or individuals to give consent before any photos are taken.

Planned Activities

Early action proposals can be for a period up to 6 weeks (up to 1 week prior and 5 weeks after a hazardous event).

Timeframe: period prior to and after trigger activation:

(-1) indicates the period prior to Trigger activation
(0) indicates the lead time period (between trigger activation and hazard impact)
1 to 5 indicates the weeks following hazard impact

The table below includes examples of activities for cyclones and floods.

	Activities [Initiated based on an Alert Note (EA Tool #2) & the approval of an updated Proposal for early action (EA Tool #4)]	Timeframe (weeks) (Timeframe prior to, and after, trigger activation)						
		-1	0	1	2	3	4	5
A	Preparedness for Anticipatory Action (Readiness & Pre-positioning)							
A1	Activation of communication channels (early warning systems), and mobilisation of volunteers and community disaster management committees to carry out preparedness activities	X	X					
A2	Re-sensitisation of district level key stakeholders on EAP (Disaster Committee, Cluster Committee)	X						
A3	Mobilisation of volunteers or community structures	X	X					
A4	Provision of emergency equipment (to evacuation centres, trained volunteers, community structures)	X	X					
A5	Development and communication of community 'Early Warning' alert messages and Advisories: through communication channels, or by grassroots volunteers / community structures	X	X					
A6	Procurement and pre-positioning of stocks: - Food relief packages - WASH kits (including chlorine for drinking water) - Shelter items	X	X					

		1	2	3	4	5	6	7
A7	Validating beneficiary register details (i.e. with community structures) [2]	X	X					
B1	Community Microgrants – For both Preparedness Actions and Early Action							
B1	Community Microgrants – disbursal	X	X	X				
B2	Community Microgrants – monitoring and reporting		X	X	X	X	X	X
C	Early Action [Activated by the trigger] – which may continue with 'early response' actions							
C1	Support evacuation processes		X	X				
C2	Pre-position / distribution of food relief packages		X	X	X			
C3	Pre-position / distribution of WASH items (kits, chlorine tablets)		X	X	X			
C4	Pre-position / distribution of shelter items			X	X			
C5	Pre-position / distribution of dignity kits		X	X	X			
C6	Psychosocial support by volunteers		X	X	X			
C7	Provision of essential medical supplies to health centres		X	X	X	X		
D	Monitoring & Learning							
D1	Monitoring team deployment (including for the microgrants mechanism or Post Distribution Monitoring (PDM) as relevant)	X	X	X	X	X	X	X
D2	Capture Stories, and evidence on the impact of the early action						X	X
D3	Early Action Review (Tool #5) information gathering, including from stakeholders	X	X	X	X	X	X	X

Financing Mechanism

Financing mechanisms and financing thresholds (limits) for the Early Action Protocol (EAP) are described as: (insert information)

Contact information

For further information, specifically related to this Early Action Protocol please contact (insert details)

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[2] Anticipatory action aims to determine beneficiaries based on impact-based forecasting (i.e. beneficiaries identified at highest risk before a disaster occurs). However, if actions are conducted as 'early response' and not 'early actions', then a rapid needs assessment for distribution activities will need to be conducted.

Acknowledgement