

Step 3: Develop early action implementation process

Section 6.1 of the full EAP asks you to outline an implementation process showing that each step of the activation has been thought through and that implementation in the lead time available is possible. This implementation process should cover all activities from the moment the trigger is reached (day X) to staff/volunteer deployment, transport, distribution and the completion of post-distribution monitoring and/or impact evaluation (Day Y) with clear timelines and responsibilities.

Note that this timeline is different from the IFRC operational matrix that will also outline main tasks of the EAP but over the lifetime of the EAP rather than only the activation.

To ensure everyone is aware of their tasks, distribute the plan or process chart widely. This can be done by designing tailored training materials for staff and volunteers and/or the distribution of “pocket EAP,” which outline key EAP information on a single sheet for rapid reference. You can find an example of a pocket EAP from Latin America below in the [toolbox](#).

You find different templates of the implementation process which are also partly pre-filled, in the [toolbox](#) below.



Establishing an implementation process for typhoons in the Philippines

Objective and Approach

To reduce typhoon impacts, the FbF system mobilizes preemptive actions based on forecasts, coordinated by the Philippine Red Cross (PRC) with regional and local partners. This involves prepositioning Shelter Strengthening Kits (SSKs) across key PRC warehouses and enabling quick activation to protect vulnerable communities.

- *Preparatory Actions*

Essential SSK items—nylon ropes, nails, tie wires, and iron bars—are stored in five regional warehouses (Subic, Albay, Tacloban, Cebu, and Surigao del Sur). Additional tools and protection

materials are set for local procurement upon activation. Simultaneously, 3,000 information material copies are pre-printed to guide residents on shelter and livestock safety, ensuring community awareness in advance.

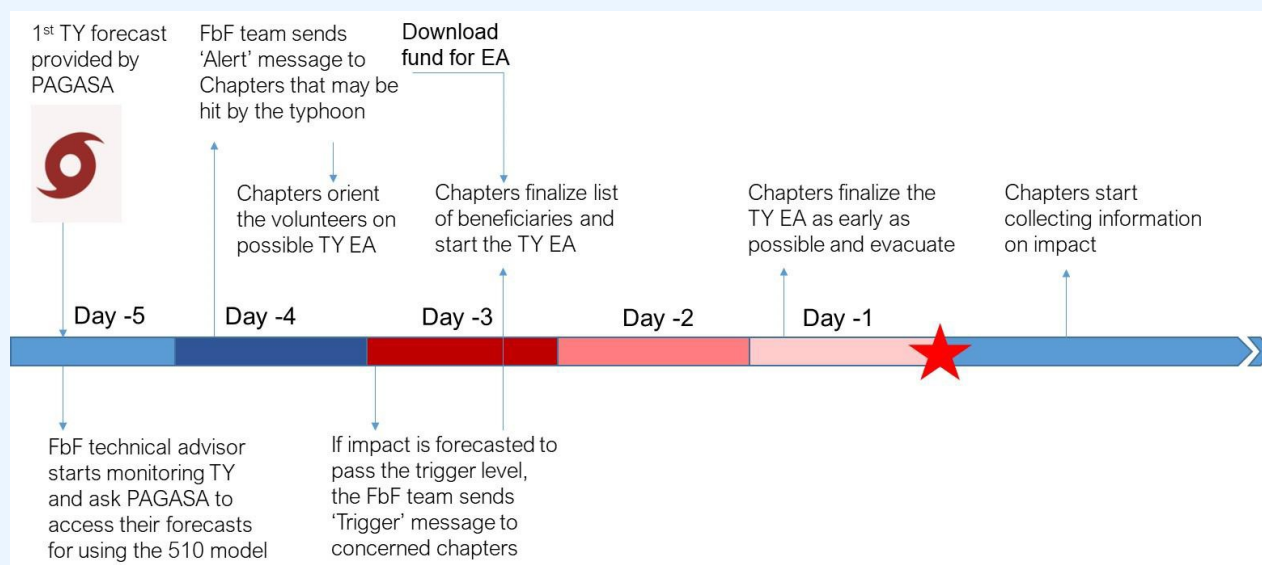
- **Alert Stage (Day -4)**

When a typhoon nears, automated alerts with impact forecasts are sent every six hours. Chapters in at-risk areas prepare for possible activation by coordinating with local suppliers and participating in Pre-Disaster Risk Assessment (PDRA) meetings to prioritize response actions.

- **Activation Stage (Day -3 to Day 0)**

If forecasted impacts surpass trigger thresholds, a “trigger” message activates response, guiding chapters to implement protective measures. Barangays receive SSK materials, residents undertake protective steps like early harvesting and drainage clearing, and preemptive evacuations are completed by Day -1.

In the [pocket EAP](#) you also find a very detailed checklist of who has to do what at which point in time. In the slider below you also find the checklist.










Source: PRC

Philippine typhoon EAP checklists

SHELTER STRENGTHENING ACTIVATION CHECKLIST	WHAT	HOW	WHO IS IN CHARGE	RELEVANT DOCUMENTS	COMPLETED
	Orient the beneficiaries (including workers) & disseminate protective equipment	Orient the beneficiaries, workers and volunteers how the installation is done and the flow of work (see IEC material). HOW: 5 steps: (1st) make strong anchors (2nd) hold down roof (3rd) tie down the roof frame (4th) close down doors and windows, and (5th) brace the walls.	Staff and volunteers	Guide to Shelter Strengthening (SSK IEC)	<input type="checkbox"/>
	Fill in forms	For beneficiary HH <ul style="list-style-type: none"> Beneficiary card (c/o chapter) Award distribution sheet Goods received note (GRN) For beneficiary workers <ul style="list-style-type: none"> Insurance form (MAAB) Take a photo of their one (1) valid ID If they don't have a valid ID's: <ul style="list-style-type: none"> First, workers should fill-out the bio-data. Then, take a photo of the worker. Lastly, Bio-data should have signed and verified by Brgy. Captain. Fill-out one (1) service contract per Team. Composed of five members (2 skilled and 3 unskilled). Each team should have one skilled team leader. The Team Leader (skilled) signs the contract 	Staff, volunteers, BarCom, and workers	Beneficiary card Award distribution sheet GRN MAAB Service Contract (per team) Photo of the workers' ID/ Biodata	<input type="checkbox"/>
	Start installing the SSKs	It takes approximately one hour to install one SSK. This means that one team can install around 8 SSKs/day.	Carpenters (with guidance from Staff, Volunteers and BarCom)	Guide to Shelter Strengthening (SSK IEC)	<input type="checkbox"/>
	Payment to the workers (on day -2/in the end of each day. Payment needs to be processed before the impact)	Workers should sign in the following documents: <ul style="list-style-type: none"> Attendance sheet Acknowledgment receipt Conduct cash-distribution (recommendation is PhP 500.00/day/pp. However, unskilled workers are paid less) Payment for Skilled and Unskilled Workers (Skilled Workers = PhP 500.00/day) (Unskilled Workers = PhP 350.00/day)	Staff and volunteers	Attendance Sheet Acknowledgement receipt	<input type="checkbox"/>
	Finalization of work	On day -1 (or until the weather allows) finish the work and relocate the staff & resources to a safe location).Z	Staff, volunteers and workers		<input type="checkbox"/>
EARLY HARVESTING ACTIVATION CHECKLIST	WHAT	HOW	WHO IS IN CHARGE	RELEVANT DOCUMENTS	COMPLETED
	Hire a team of workers and validate the beneficiary farms (based on the vulnerability criteria and the stage of the crops)	Hire a team of at least 10 workers from the target/nearby barangays for early harvesting. It is estimated that it takes about a day/10 worker to harvest 1 HA. Workers can be a tenant, laborer, or fishermen or low those receiving low daily/monthly income. Only choose farms where the crops have developed.	Staff, volunteers and BarCom		<input type="checkbox"/>
	Fill in forms	For beneficiary HH/workers: <ul style="list-style-type: none"> Insurance form (MAAB) Take a photo of their one (1) valid ID If they don't have a valid ID's: <ul style="list-style-type: none"> Insurance Form (MAAB) Take a photo of their one (1) valid ID w/ signature. If they don't have a valid ID's: <ul style="list-style-type: none"> First, workers should fill-out the Bio-Data Then, take a photo of the worker. Lastly, BioData should have signed and verified by Brgy. Captain Fill-out one (1) service contract per Team. Composed of by (1) Team Leader and (9) Members The Team Leader (TL) is the one who signs the contract. 	Staff, volunteers, BarCom, and workers	MAAB Service Contract (per team) ID/Biodata	<input type="checkbox"/>
	Go through (i) reaping the crop, (ii) hauling the cut crops to central location for (iii) preparing bags of paddy	To fasten the process of harvesting, threshing and cleaning are not included in early harvesting of rice within the lead time. For abaca, the workers can either do (a) tumbling and store it in safe locattion, or (b) trimming of abaca leaves. Then assigned person should count the number of tumbled/trimmed abaca trees.	Workers (with guidance from staff, volunteers and BarCom)		<input type="checkbox"/>
	Transport the cut crops to a storage place	The cut crops need to be transported to a safe storage place/ marketplace.	Workers (with guidance from staff, volunteers and BarCom)		<input type="checkbox"/>
EARLY HARVESTING ACTIVATION CHECKLIST	Payment of workers	Conduct cash-distribution (recommendation is PhP500.00/day/pp) Workers should sign in the following documents: <ul style="list-style-type: none"> Attendance sheet Acknowledgment receipt 	Staff, volunteers and workers	Attendance Sheet Acknowledgement receipt	<input type="checkbox"/>

WHAT	HOW	WHO IS IN CHARGE	RELEVANT DOCUMENTS	COMPLETED	LIVESTOCK EVACUATION ACTIVATION CHECKLIST
Barangay Animal Evacuation Team (BAET) Activation	Orient the beneficiaries, workers and volunteers how the installation BAET is activated through the barangay chairman. The members immediately act on their roles and responsibilities.	PRC Chapter through Barangay Chairman	Livestock Evacuation Guidelines and Livestock IEC	<input type="checkbox"/>	
Recruitment of workers and filling in forms	<p>Hire a team of at least minimum 10 workers to work in setting up 1 fence/corral/pen for the livestock:</p> <ul style="list-style-type: none"> - Can be anyone from the barangay who knows basic carpentry skills - Can be those receiving low daily income/monthly income <p>For Beneficiary workers:</p> <ul style="list-style-type: none"> • Insurance Form (MAAB) • Take a photo of their one (1) valid ID w/ signature • If they don't have a valid ID's: <ul style="list-style-type: none"> - First, workers should fill-out the Bio-Data - Then, take a photo of the worker. Lastly, Bio-Data should have signed and verified by Brgy. Captain • Fill-out one (1) service contract per Team. Composed of one (1) Team Leader and nine (9) Members • The Team Leader (TL) is the one who signs the contract 	Staff, volunteers, BarCom, and workers	MAABs Service Contracts ID/Bio-Data	<input type="checkbox"/>	
Establishing the evacuation/pooling areas	<p>There is no standardized design for the corral. Materials can be any locally available materials, but the corral needs to be sturdy enough. Take the following into consideration:</p> <ul style="list-style-type: none"> • Inside a corral, livestock should be segregated per species, and/or per gender • Allocated space per livestock is at least 2 square meters • Goat should be inside an area with roofing • Installation of temporary drainage (if possible) • If no corral was set up, cattle and carabao should be tied in strong tree. • They should be freed from the corral once there is severe strong wind 	Logistics (BAET) and workers	Livestock Evacuation Guidelines	<input type="checkbox"/>	
Confirm pick up schedules and needed manpower	Spearheaded by the Barangay Chairman, schedules shall be plotted out, along with the manpower needed to support in the evacuation. Once schedules are determined, it should be announced to the entire community for their information. Manpower should ideally be from the BAET and barangay officials.	Barangay Chairman and BAET	Livestock Evacuation Guidelines	<input type="checkbox"/>	
Transporting the livestock to the pooling area	<p>It is the responsibility of the entire barangay council to do the evacuation, from the early warning, to transporting of the livestock from the pick-up sites towards the evacuation/pooling area.</p> <p>Livestock should be transported in appropriate vehicles and in a manner that does not cause stress throughout the travel and does not predispose them to injury and disease. Extra precautions for sick, distressed or pregnant animals required. Note: if a livestock owner refuses to evacuate, sign a waiver.</p>	Barangay Council and BAET	Evacuation waiver Livestock Evacuation Guidelines	<input type="checkbox"/>	

Registration/identification of livestock in the evacuation/pooling area	As soon as the livestock arrives, animals should be registered in various ways (depending on the availability of resources on the ground). Recording and marking are to be done based on species, sex, age/size, and reproductive status.	Record Keeper (BAET)	Master List Livestock Evacuation Guidelines	
Sorting and dispatching	Stockyard boss sorts and dispatches the animals to the holding corral based on species, sex, age / size, and reproductive status.	Stockyard Boss (BAET)	Livestock Evacuation Guidelines	
Payment of workers	Conduct cash-distribution (recommendation is Php500.00/day/pp.) Workers should sign in the following documents: • Attendance sheet • Acknowledgment receipt Payment should be processed in the end of each day	Volunteers and staff	Attendance sheet Acknowledgement sheet	
Regular monitoring and maintenance of the evacuation/pooling area	Provisions of feeds/forage/pasture/water will be primarily done by the owner with the supervision of the Nutrition and Water in-charge. Monitoring of health status and reporting to the veterinary any observation that requires intervention. Proper sanitation maintenance and security monitoring needed; at least one person monitoring the animals all the time	Owner Nutrition in-charge (BAET) Herd Health Technician (BAET) Water & Sanitation in-charge (BAET) Security in-charge (BAET)	Livestock Evacuation Guidelines	
Provision of health supplements and drugs	Herd Health technician provides vitamin A, D, E, electrolytes, and antibiotics (broad spectrum) before animals are released.	Health Technician (BAET)	Livestock Evacuation Guidelines	
Release of livestock after end of emergency	Release begins based on the order of the barangay chairman. Owners provide a claim stub to the Record Keeper to claim the animals.	Record Keeper (BAET)	Livestock Evacuation Guidelines	
Restoration of evacuation/pooling area (clean and fix)	The site must be cleaned from waste to be facilitated by the Water and Sanitation team of BAET, and community people are encouraged to take part as well. Fence installed should be dismantled and stored in a safe place for future use.	WASH (BAET) and Logistics in-charge	Livestock Evacuation Guidelines	
Close out meeting – evaluation and documentation	Gathering feedback from the owners of the animals through a close out meeting, is being encouraged to evaluate the action done and further gather information for improvement. Moreover, all forms will be gathered and collated as basis for the early action done. These forms can be references in any case there'll be same action in the future.	PRC Staff, Volunteers and BarCom	Livestock Evacuation Guidelines	