Step 6: Document and institutionalize data storage and activation procedures

Your national society should establish processes for storing relevant risk data, monitoring forecasts, and translating forecasts and risk data into activation maps when a trigger is reached. It should also document these locations and procedures to ensure smooth transfer of information in the case of staff turnover.

Some tips and considerations for efficient and sustainable data management:

- QGIS: open-source GIS software can help you to manage your risk data and process the intervention map.
- Shared folder: Ensure that the data is stored in a shared folder that can be accessed by several national society staff (and all who may need access) rather than on an individual computer. Google drive or a shared Teams folder are simple options.
- EAP activation manual: The EAP document should guide you on what to do during an activation, but it is not necessarily an operational document. Therefore, you may need to develop a more detailed activation manual to guide you during the activation process.

How this data is stored and managed will depend upon whether this process is internal to the national society or is performed by a technical, forecasting or government partner. Several national societies have budgeted for technical staff in their EAPs to ensure that risk data is up to date and forecasts are monitored. Others outsource forecast monitoring and developing trigger maps to third parties. When it is time to review and resubmit your EAP, whomever oversees activation mapping should help review processes for trigger monitoring, risk analysis, and mapping activation areas.