

Step 1: Map capacities, resources and procedures needed for the implementation of the (s)EAP

With your draft (s)EAP almost done, you need to make sure that what has been put on paper can also be put into practice. To do so, it is important to first identify the capacities, resources and procedures that need to be in place. Begin by reviewing the (s)EAP document and noting which capacities are needed, both in terms of skills and quantity. To understand how much time, how many people, and which skills you need to implement each early action, consult the disaster management department of the national society and/or the person(s) in charge of the National Disaster Response Team (NDRT). If the national society has experience carrying out these activities, they will know these details (e.g. how long time does it take to set up an emergency shelter and how many people are required to be part of it?). With this information, you can calculate how many people you will need on your intervention team and which skills they should have to be able to implement your early actions and reach the targeted number of households within the lead time. You can later test and verify this as part of a simulation exercise (see [step 6](#) below)

If some of the activities are being carried out either partially or fully by partners, it is important to also note it for them. You also need to map which procedures are needed to ensure an efficient implementation of the (s)EAP (please see [chapter 8](#)).

While reviewing the (s)EAP document, note where potential bottlenecks could occur. If you have done a scoping study before starting your FbF programme, you may have already identified some bottlenecks (e.g. with regards to logistics or financial procedures).

Once you are done with this step, you should have a list of capacities and procedures needed as well as a list of potential bottlenecks.