

Step 5: Disseminate the EAP

It is important that the content of the (s)EAP is widely known across the organisation. The activation window is intense, and for sudden-onset hazards rather short. There will be little time to introduce people to anticipatory action and train them once the (s)EAP has been activated. Personnel must have a general understanding of how anticipatory action, and specifically the (s)EAP, works within the organisation, so that the early actions can be implemented efficiently and do not get stuck in organisational bottlenecks.

All staff and volunteers who have a role to play in the (s)EAP must know what is expected of them during an activation – including external partners. This can be done through dissemination of the (s)EAP document either printed or virtually and through presentations at trainings or workshops. Preferably, it should be a combination of these, as this will increase the exposure to the document. It is important that this does not only happen at the headquarter-level, but also reaches all the relevant branches, so that they are also informed and knowledgeable about the (s)EAP and its content.

One way to ensure that the content is easily accessible, especially during an activation, is to develop a “Pocket EAP” that summarizes the key elements of the EAP and provides an overview of its content (see example from Peru and the Philippines in the [toolbox](#)). The Pocket EAP can also be tailored so that different versions address different parts of the organisation and highlight their specific focus areas: for instance, one version for the intervention team focusing on the early actions they need to implement in the communities, and another version for the heads of department at headquarters focusing on the decisions they need to make.

A good way to ensure that everybody has understood their role(s) and the content of the (s)EAP, while also training them in carrying out their tasks is through simulation exercises, as discussed in the next step.