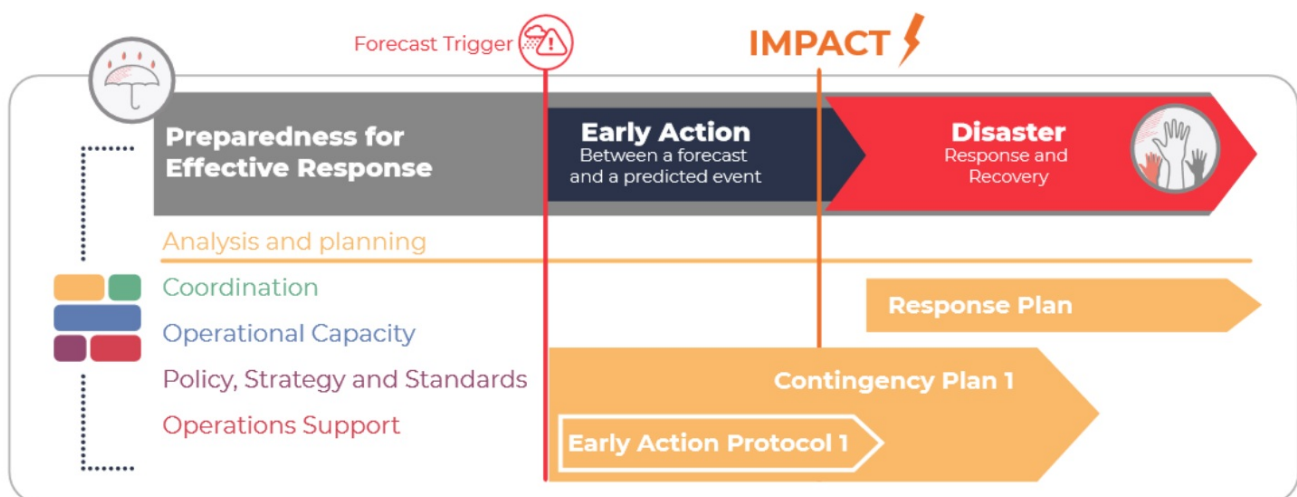


Step 3: Assess existing capacities, strategies and plans

FbF builds upon the existing experience of the NS in Disaster Risk Reduction, Early Warning Systems and response. Understanding how and where FbF adds value to the existing Preparedness, Contingency and Response Strategies, is essential for sustainable FbF implementation. A first assessment of available capacities is already carried out as part of the feasibility study (see [chapter 1. Commit to FbF and Assess Feasibility](#)). Once your FbF project or engagement starts, more in-depths assessments should be carried out to identify areas that need to be strengthened.

The capacity to respond effectively to a disaster is related to the capacities needed for activation of EAPs. Assessments of National Society capacity, for example Preparedness for Effective Response (PER), can support you in understanding the organizational development needs, and pinpoint which areas need to be strengthened to be FbF ready; using these frameworks can also show where FbF can contribute to improve the overall capacity of your National Society.



Preparedness for Effective Response assessments offer a viable mechanism to understand, develop and implement continuity of operations and services within NS, linking Preparedness, Early Action and Response. Click [here](#) for an overview of the many linkages between PER components and FbF.

To analyze the NS capacity and draft the priority capacity development needs, the PER framework can be used, placing NS Early Action capacity in the center of the analysis. The PER offers this self-assessment across five areas:

1. Policy, Strategy and Standards
2. Analysis and Planning
3. Operational Capacity
4. Coordination
5. Operations Support

Preparedness and response checklist

1. Policy, Strategy and Standards

DRM laws, advocacy and dissemination

- FbF aims to be integrated into the National Society DRM strategy and DRM policies.
 - *What existing NS policies, strategies and standards exist, which FbF early actions can support?*

Quality and Accountability

- FbF mechanisms ensure that the populations living in the most at-risk areas are involved in defining early actions so that these are adequate and meet their needs and priorities. This work at community level is not done in every community, but rather sample communities.
 - *How will your NS ensure representative sample communities are chosen, and what is your data collection process/plan?*

2. Analysis and Planning

Hazard, context and risk analysis, monitoring and early warning:

- A comprehensive risk analysis is crucial to determine FbF triggers but also to prioritize forecast- based action. An FbF mechanism focuses on reducing disaster risk, therefore it is essential to know clearly what are those priority risks that the National Society can tackle based on the understanding of historical disaster events, exposure, vulnerability and also future climate trends.
 - *Which data is already available, what risk analysis data remains to be collected, who will lead the process? For monitoring the trigger, is there an IM/data team in place to support the FbF core team?*

Scenario Planning:

- Early Action Protocols determine their intervention map and strategy based on a specific hazard and scenario. This scenario is built using historical evidence, risk data, vulnerability, exposure analysis and forecast. This scenario (and the information used to build it) should be part of inputs used in the preparation of contingency plans.
 - *Do preparedness and contingency plans exist for the selected FbF hazard?*

Risk management:

- When defining EAPs, the National Society systematically identifies, assesses and mitigates any potential operational risk in early action implementation. An example is mitigating the risk to volunteers by withdrawing them from impact zones before the event occurs.
 - *What are the operational risks in FbF activation and how will these be addressed? (This question is can only be answered after early actions have been selected.)*

Preparedness Plans and Budgets:

- FbF helps the NS identify preparedness gaps based on risk analysis and their early action intervention strategy.
 - *Based on that analysis what further remedial actions are needed to be put in place to achieve the required preparedness level?*

SOPs:

- Within its EAPs, FbF establishes different roles and protocols (Communications, CTP, FbF implementation, among others) for all staff.
 - *How will FbF core staff and activities link to National Society SOPs during the early warning and early action stage? FbF also incorporates a “stop mechanism” that allows reducing or halting the intervention if the forecast changes, how shall this be integrated into SOPs?*

Response and recovery planning:

- *Are early actions implemented in communities as set out in the EAPs developed by the FbF mechanism complementary to the activities set out in the response and recovery planning?*

3. Operational Capacity

NS-specific areas of interventions:

- The FbF mechanism is connected through community preparedness and DRR, in addition to the implementation of early actions that are part of the National Society’s response sectors (WaSH, health, Shelter, Livelihoods).
 - *Which response sectors are relevant to the EAP development, and how will they be integrated?*

Early Action mechanisms:

- NS tests and makes use of new technologies appropriate for context and audiences for sending alert messages related to early action (e.g. text, twitter, email, sms).
 - Does the NS have procedures and personnel permanently available to communicate

alerts and initiate early action to all levels of the NS: governance, branches, technical units, branches have functioning local networks to inform communities of potential threats and activate early action (respecting mandates of public authorities)?

Cash-based intervention:

- CBI is a commonly used tool for the implementation of early action.
 - *Can early actions through CBI be considered to contribute to National Societies' preparedness to implement that same modality in response and recovery programmes?*

Emergency Needs Assessment:

- Risk data collected as part of the development of the FbF intervention map can inform and feed into the Emergency Needs assessments. As this information can be used as a baseline of the situation of the communities prior to a disaster.
 - *Can portions of initial data collection activities during the early action phase contribute to the Emergency Needs Assessment?*

Assisting people served:

- The FbF mechanism establishes evidence-based criteria and processes for selecting at risk population and targeting those most vulnerable.
 - *Can FbF link to existing systems, like social protection registries?*

Information Management:

- FbF places a high value on Information Management as it relies on different types of data to design its intervention (available forecast, threshold, historical impact, risk analysis, vulnerabilities, capacities).
 - *How can FbF contribute to the National Society's capacity to compile, process, visualize and share information beyond early action?*

Testing and learning:

- FbF requires testing and learning from early actions during EAP development. Results from EAP simulations/EAP activation are fed into the EAP review for updating and with lessons learned.
 - *How will existing NS expertise and experience be utilized to design tabletop simulations or drills be conducted regularly to test the FbF scenario and early action intervention strategy?*
 - *How will the EAP lessons learned from simulations, activations and impact post-activation, contribute to the NS institutional learning? What mechanisms exist to ensure this?*

4. Coordination

Coordination with authorities:

- FbF initiatives identify or create coordination spaces to work with local and national authorities and scientific government agencies (for example meteorological services). This contributes to guaranteeing the National Society is formally recognized by the government and has clearly identified areas within early action and response to fulfill their auxiliary role.
 - *How is the National Society currently coordinating with authorities and what modes of coordination shall be adapted for FbF, and with whom? (see Chapter on Advocacy)*

Coordination with external agencies and NGOs:

- This strengthens the role of the Red Cross in the national humanitarian coordination system.
 - *Within the framework of FbF initiatives, which agreements must be signed/partnerships formalized? Is there an opportunity to jointly establish a shared trigger, design interventions and implement early actions at country level together?*

5. Operations Support

Safety and security Management:

- The FbF mechanism draws up security plans for the performance of early action within a safer access framework.
 - *Are those engaged in EAP implementation/activation aware of how to report security issues and risks by staff and volunteers?*

Operations monitoring, evaluation, reporting and learning:

- *Is the EAP Monitoring Evaluation Learning and Accountability (MEAL) section aligned with/strengthens the National Society's wider MEAL processes?*

Finance and admin:

- FbF financial requests need to be processed in a timely manner to be able conduct the early actions within the lead time, therefore FbF supports the NS to make sure it has trained personnel in Finance and Admin emergency support procedures.
 - *Have the EAPs included a clear section on the activation of Finance and Admin emergency procedures linked to the early action (including FbA by DREF procedures)?*

Logistics:

- The FbF mechanism is connected to the supply chain (procurement, transport, storage, distribution).
 - *Can FbF connect to existing initiatives that require pre-positioning of materials to implement early action? What needs to be in place to ensure FbF helps guarantee the NS has a secure, dedicated and appropriate space with 24/7 access to receive, store and dispatch supplies needed for the early action?*

It is recommended to build on a tool that your National Society already uses. An overview of the manifold assessment tools (OCAC, BOCA, SAF, CHS) the Movement offers may be found [here](#).

If there is a plan or strategy for National Society Organizational Development, the plan for FbF implementation should be connected.