

## Step 1: Plan the drill/simulation

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Establish the type of exercise (simulation vs. drill) and date in a first coordination meeting with the key partners. The crucial partners for the testing of early actions include the FbF coordination team, government authorities (e.g. National Hydromet Services, Disaster Management and relevant sectoral departments), volunteers of the respective branches, community members, IFRC offices and relevant partner organizations. Define scope, objectives, target audience and timeline, budget, inter-institutional coordination and technical fact sheet. The drill/simulation should resemble the conditions of a real-time activation as closely as possible. Thus, if an EAP contains more than one type of early actions, all of them should be tested. Similarly, in line with FbF's flexible approach, communities participating in the simulation should be selected only once a (simulated) forecast is received and funding for relief items to be procured upon activation should only become available once a trigger notification has been sent.