




# Aboriginal Disaster Resiliency Planning (ADRP) Facilitator's Guide

Strengthening Disaster Resilient  
Aboriginal Communities

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Published 2016.  
Printed in Canada.

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## Foreword

Welcome to the Aboriginal Disaster Resiliency Planning (ADRP) Facilitator's Guide.

This guide provides you with the necessary information and tools to engage your community on the path to disaster resiliency: an opportunity to build on the sense of community and state of disaster management, while also mitigating the potential risks and impacts of hazardous events.

People move, landscapes and the environment change, industries come and go, and disasters will still occur. However, the more disaster resilient your community, the more likely your community will be thriving a hundred years from now or a thousand years from now.

**Disaster resilience refers to a community's ability to anticipate, and where possible, prevent or at least minimize the potential damage a disaster might cause.**

**It involves how well a community can cope with the effects of a disaster if it occurs, to maintain certain basic functions and structures during the disaster, and to recover and adapt to the changes that result**

Engaging in the process of moving towards disaster resiliency will increase your community's understanding of hazards and community resiliency factors. With this added knowledge, your community will become stronger, healthier, experience sustainable growth, and be better able to meet the challenges of tomorrow.

Thank you.





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## Before You Begin



This Facilitator's Guide serves to guide you through the web-based Aboriginal Disaster Resiliency Planning (ADRP) process (<http://adrp.jibc.ca>) and is to be read in conjunction with the *Pathways* handout. The *Pathways* handout provides you with a visual representation of the journey towards achieving disaster resiliency for your community. The guide describes each of the various steps or stations along this journey and identifies the various

resources required. The timings and processes have been aligned with the ADRP website.

The ADRP program contains a vast amount of information, but broken down into the various steps it becomes quite manageable. There are four major steps in the ADRP and each step includes a number of key activities.

For each activity you will find the following:

1. The purpose
2. The anticipated outcome once the activity has been completed
3. The tasks (i.e., what you need to do)
4. The approximately length of time required to complete the activity
5. The necessary resources (human, meeting space, ADRP resources, materials, and supplies)
6. A visual of the ADRP website screen

Be sure to read the online text and the ADRP resources. If there is an audio-visual with the activity it will give you a sense of how the activity should unfold.

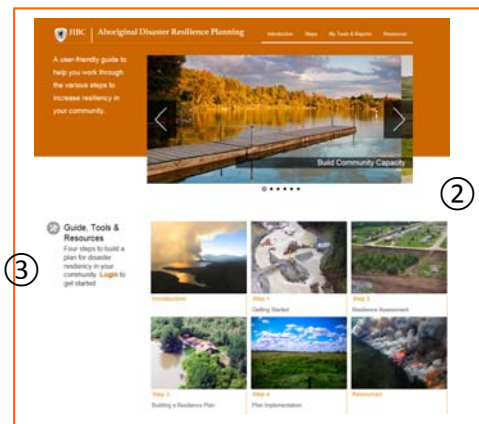
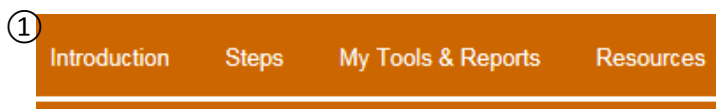
While some activities are essential to complete, others are optional. With each activity you will see an indicator as to whether it is required or optional, but highly desirable. Highly desirable activities will provide your community with additional knowledge and insights into how your community has been and will be affected in the future by the risks faced by your community and the steps your community should take to mitigate these risks and vulnerabilities. Ideally, you would complete all of the activities, but if time is at premium you may choose to only complete the required activities.

Please note: It will be important for you to be able to access the ADRP website as you are guided through the process.

# Welcome and Introduction to the ADRP

To begin, access the website at <http://adrp.jibc.ca>.

Take note of the Toolbar across the **top of the screen on the right** (#1). By clicking on any of the items listed you can directly access all of the content on the ADRP.



You can also click on any of the larger squares to reach the same information as on the Toolbar (#2).

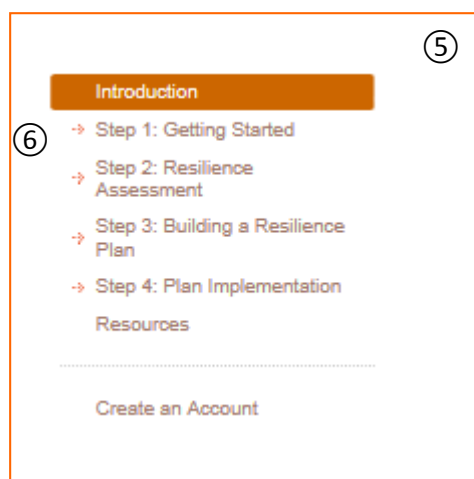
You will eventually have to **Create an Account** (#3)—but, don't do that yet! Instead go to the **Introduction** and click on the community square (or use the Toolbar link).



Read the Introduction material and scroll down to the bottom of the screen and watch the Introduction Video (#4).

Next, read through the Aboriginal Disaster Resilience Planning Guide to get a good understanding of the process (#5).

Now go to Step 1 (#6).





# Step 1: Getting Started

## Activity 1: Set up a Community Planning Team

### Purpose

You can't do it alone! In order to move ahead with this initiative you will need to involve others in your community to help you. This activity sets up your Planning Team.

### Outcome

A community-based team ready to begin the process of completing Aboriginal Disaster Resiliency Planning.

### Tasks

1. Bring together three or four trusted members of your community to assist you in finding the right people to form a team to start the ADRP process.
2. Brainstorm and discuss potential team members.
3. Contact potential team members and invite them to be a member.

### Timing

- Up to 2 months

### Meeting Space

- Meeting space (for 4 to 6 people)

### Human Resources

- Yourself
- 2 to 4 key community members

### ADRP Resources (on the website)

- Working Together: Building a Community Team
- Glossary
- 🎧 Audio-Visual #1.1 – Setting Up a Team

### Other Materials

- White board, flip charts & felt markers
- Internet
- Projector & screen or wall space
- Laptop & speakers



**Required**

# Step 1: Getting Started

## Activity 2: Review the Key Tools for the Project

### Purpose

“If you don’t know where you are going, how will you know when you get there?” This activity will introduce your committee members to the tools available to them and the community as part of the ADRP. In doing so it will also give them a sense of the process.

### Outcome

A common understanding of the primary tools involved in working with the ADRP.

### Tasks

1. Introduce the three main assessment tools to the planning team members: Hazard Risk Analysis (HRA), Aboriginal Resilience Index (ARI), and the Hazard Resilience Index (HRI).
2. Open and explore the tools on the ADRP web site and review them with the team.

### Timing

- 2 to 4 hours

### Meeting Space

- Meeting space (for 10 to 15 people)

### Human Resources

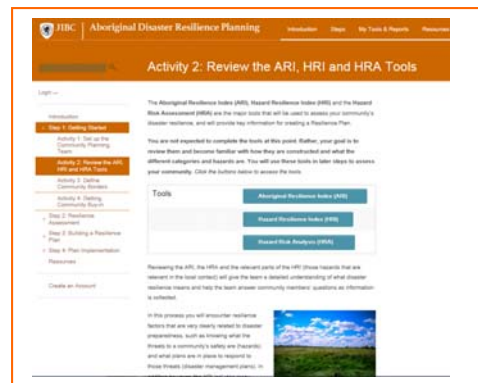
- Yourself
- Planning team

### ADRP Resources (on the website)

- Hazard Risk Analysis (HRA)
- Hazard Resilience Index (HRI)
- Aboriginal Resilience Index (ARI)

### Other Materials

- White board, flip charts & felt markers
- Internet
- Projector & screen or wall space
- Laptop & speakers



# Step 1: Getting Started

## Activity 3: Define Community Borders & Map Community

### Purpose

The purpose of this activity is to ensure that everyone is clear as to what boundaries will be used for the ADRP and what is included within those boundaries.

### Outcome

A well-defined community map that includes all of the key geographical and topographical features, key infrastructure, and historical and cultural sites.

### Tasks

1. Identify the outer boundaries of the community.
2. Map existing features and sites of importance to the community.

### Timing

- 1 to 2 days

### Meeting Space

- Meeting space (for 10 to 15 people)

### Human Resources

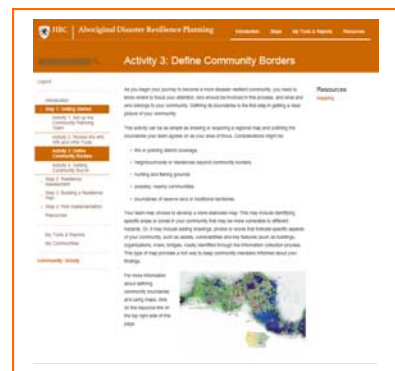
- Yourself
- Planning team
- GIS specialist (if available)

### ADRP Resources (on the website)

- Introduction to Community Mapping
- Community Mapping
- 🎧 Audio Visual #1.3a – Defining Borders
- 🎧 Audio-Visual #1.3b – Community Mapping

### Other Materials

- Community map (laminated)
- White board, flip charts & felt markers
- Internet
- Projector & screen or wall space
- Laptop & speakers



**Required**

# Step 1: Getting Started

## Activity 4: Getting Community Buy-In

### Purpose

The purpose of this activity is to gain community support to initiate the disaster resilience planning process. Without political support, engaging in Aboriginal Disaster Resilience Planning, is unlikely to result in any changes to your community to increase its disaster resiliency. Likewise, without the support of the community-at-large, residents are unlikely to support disaster resiliency planning efforts.

### Outcome

An engaged community and local governing structure that supports ADRP planning initiatives and is committed to become a more disaster resilient community.

### Tasks

1. Meet with decision makers and gain political support to engage in the ADRP process.
2. Identify and engage community stakeholders in the ADRP process.

### Timing

- Up to 3 months

### Meeting Space

- Meeting space (for 10 to 15 people)

### Human Resources

- Yourself
- Planning team

### ADRP Resources (on the website)

- Working Together: Community Acceptance

### Other Materials

- White board, flip charts & felt markers
- Internet
- Projector & screen or wall space
- Laptop & speakers



## Step 2: Resilience Assessment

### Activity 1: Developing a Hazard Risk Profile (HRA)

#### Purpose

To identify potential hazards capable of leading to a disaster in order to identify high risk or low risk hazards. This will allow the community to set priorities for mitigative strategies. To do this you will complete the Hazard Risk Analysis for those hazards of most concern to the community. Ideally all hazards facing the community would be considered.

#### Outcome

A common understanding of what hazards are likely (or not) to occur in the community and the underlying risk factors.

#### Tasks

1. Identify potential hazards and rate those hazards as to whether or not they are high risk or low risk, or where additional information is needed
2. Identify where in the community various hazardous events are likely to occur, plot on the community map, and share with the community.

#### Timing

- ½ to 2 days per hazard

#### Meeting Space

- Meeting space (for 10 to 15 people)

#### Human Resources

- Yourself
- Planning team
- Hazard experts for the relevant hazards

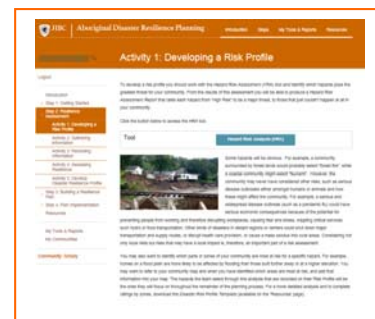
**Required**

#### ADRP Resources (on the website)

- Introduction and Overview for the HRA
- Hazard Risk Analysis (for each hazard)
- 🎧 Audio-Visual #2.1 – Hazard Risk Analysis
- Provincial & Territorial Guides

#### Other Materials

- Community map (laminated)
- White board, flip charts & felt markers
- Internet
- Projector & screen or wall space
- Laptop & speakers



## Step 2: Resilience Assessment

### Activity 2: Gathering Information for Resilience

#### Purpose

The purpose of this activity is to build on community stakeholders' knowledge and incorporate traditional and local knowledge into the Aboriginal Resilience Index (ARI). The team will gain a good understanding of different methods of gathering information in the community in order to complete the resilience assessments (HRI, ARI).

#### Outcome

Established processes to acquire the necessary information to proceed with your community's resilience assessment.

#### Tasks

1. Set up a community meeting (s).
2. Determine how traditional and local knowledge can best be integrated with more current information and data.
3. Organize community events and opportunities to gather data, such as consulting with experts, organizing transect walks to engage youth, and conducting surveys.

#### Timing

- Up to 1 month

#### Meeting Space

- Meeting space (for 10 to 15 people)
- Meeting space large numbers of people

#### Human Resources

- Yourself
- Planning team
- Subject matter experts

**Required**



#### ADRP Resources (on the website)

- Working Together – Holding Community Meetings
- Collecting Information
- 🎧 Audio-Visual #2.2 – Collecting Information

#### Other Materials

- Community map (laminated)
- White board, flip charts & felt markers
- Internet
- Projector & screen or wall space
- Laptop & speakers

## Step 2: Resilience Assessment

### Activity 3: Recording Information

#### Purpose

In Step Two, Activity Two you established ways in which to gather information. The purpose of this activity to provide you with some tools to assist in recording the information you need. You will do this through completing a Community Profile or a Skills and Knowledge Inventory.

#### Outcome

Widespread knowledge in the community as to what has happened in the past and what is in place now. A good understanding of the existing skills and knowledge of the community residents.

#### Tasks

1. Complete the Community Profile by bringing together members of the community and experts to discover the existing skills and knowledge that reside in the community.
2. Distribute and collect information from the Skills & Knowledge Inventory and collate the data.

#### Timing

- Up to 6 months

#### Meeting Space

- Meeting space (for 10 to 15 people)
- Meeting space for large numbers of people

#### Human Resources

- Yourself
- Planning team
- Subject matter experts as required

**Highly Desirable**



#### ADRP Resources (on the website)

- Community Instructions
- Community Profile Template
- Skills and Knowledge Inventory Instructions
- Skills and Knowledge Inventory
- Audio-Visual #2.3a – Community Profile
- Audio-Visual #2.3b – Interviewing

#### Other Materials

- Community map (laminated)
- White board, flip charts & felt markers
- Internet
- Projector & screen or wall space
- Laptop & speakers



## Step 2: Resilience Assessment

### Activity 4: Assessing Resilience

#### Purpose

There are two processes to be completed in this activity: the ARI is to assess the community's degree of resilience based on its residents and its state of disaster management planning. The HRI is a tool to help you assess your community's resilience in terms of the potential hazards that you have previously identified. This information will help identify potential strategies to increase disaster resilience.

#### Outcome

A common understanding of the community's overall state of resilience, the state of the community's emergency management planning efforts, and the state of the community's resilience towards specific hazards.

#### Tasks

1. Complete the ARI for Community Resources and Disaster Management.
2. Complete the HRI to assess resilience for the hazards identified in Step Two, Activity One.

#### Timing

- Up to ½ day per ARI dimension
- Up to ½ day per HRI dimension

#### Meeting Space

- Meeting space (for 10 to 15 people)

#### Human Resources

- Yourself
- Planning team
- Hazard and subject matter experts

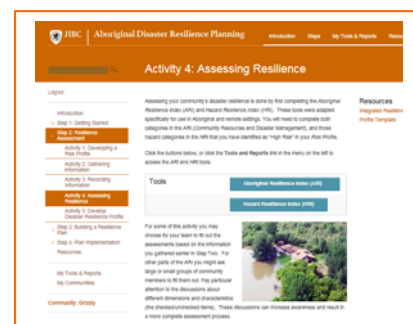
**Required**

#### ADRP Resources (on the website)

- Audio-Visual #2.4a – Community Resiliency
- Audio-Visual #2.4b – Disaster Management
- Instructions for the ARI and HRI

#### Other Materials

- Community map (laminated)
- White board, flip charts & felt markers
- Internet
- Projector & screen or wall space
- Laptop & speakers





## Step 2: Resilience Assessment

### Activity 5: Developing Integrated Disaster Resilience Profile

#### Purpose

Completing the Integrated Disaster Resilience Profile helps the community to form a clear picture of its degree of disaster resilience as it incorporates all of the resilience data communities have collected into one document. This profile will consider all of the categories you have worked with— community resources, disaster management, and the specific hazards you assessed in the Aboriginal Resilience Index (ARI) and the Hazard Resilience Index (HRI).

#### Outcome

A single source document which captures and summarizes the community's resilience data and information.

#### Tasks

1. Print off and summarize the ARI and HRI findings onto the Integrated Disaster Resilience Profile.

#### Timing

- Up to 1 month

#### Meeting Space

- Meeting space (for 10 to 15 people)

#### Human Resources

- Yourself
- Planning team

#### ADRP Resources (on the website)

- Integrated Disaster Resilience Profile

#### Other Materials

- Community map (laminated)
- White board, flip charts & felt markers
- Internet
- Projector & screen or wall space
- Laptop & speakers



**Required**

## Step 3: Building a Resilience Plan

### Activity 1: Setting a Vision

#### Purpose

Completing a Community Vision provides your community with a goal, a sense of purpose, and a strategy to become a resilient community. A community vision allows the community to set its course on the direction it wishes to take on its path to disaster resiliency.

#### Outcome

The development of a vision statement that captures where the community wants to be five to ten years into the future and a strategy to reach that vision.

#### Tasks

1. Identify the method the committee wishes to use to complete the Community Vision.
2. Form a Visioning Committee to refine and lead the process.
3. Host a community visioning workshop.
4. Collate the workshop findings and share with the community.

#### Timing

- Up to 2 months

#### Meeting Space

- Meeting space (for 10 to 15 people)
- Meeting space to hold large numbers of people

#### Human Resources

- Yourself
- Planning team



#### ADRP Resources (on the website)

- Working Together: Creating a Community Vision
- 🎧 Audio-Visual #3.1 – Community Vision

#### Other Materials

- Community map (laminated)
- White board, flip charts & felt markers
- Internet
- Projector & screen or wall space
- Laptop & speakers

**Highly Desirable**

## Step 3: Building a Resilience Plan

### Activity 2: Developing Goals

#### Purpose

Based on the community's vision and the state of the community's overall and hazard resilience, the purpose of Step Three, Activity Two is to establish goals in order to set priorities for choosing and adopting resilience strategies.

#### Outcome

The establishment of clear goals to guide the community's path towards disaster resilience.

#### Tasks

1. Review the Integrated Disaster Resilience Profile, the Skills and Knowledge Inventory, and the Community Vision to identify areas of importance to the community.
2. Develop goal statements to capture the direction in which the community wants to improve its state of disaster resilience.

#### Timing

- ½ to 2 days

#### Meeting Space

- Meeting space (for 10 to 15 people)

#### Human Resources

- Yourself
- Planning team

#### ADRP Resources (completed)

- Integrated Disaster Resilience Profile
- Skills and Knowledge Inventories
- Community Vision

#### Other Materials

- Community map (laminated)
- White board, flip charts & felt markers
- Internet
- Projector & screen or wall space
- Laptop & speakers



**Required**

## Step 3: Building a Resilience Plan

### Activity 3: Identifying Resilience Strategies

#### Purpose

Based on the community's goals, the potential hazards and state of resilience, this activity provides the community with concrete, doable strategies to become more disaster resilient.

#### Outcome

A preliminary list of potential strategies to take to community residents and community leaders and decision makers.

#### Task

1. Create the Hazard Risk, Resilience and Strategies (HRS) report to identify and choose strategies to address potential hazards and the state of resilience in regards to those hazards.
2. Create the Aboriginal Resilience and Strategies (ARS) report to identify and choose strategies to improve the community's state of community and disaster management resiliency.

#### Timing

- ½ to 2 days

#### Meeting Space

- Meeting space (for 10 to 15 people)

#### Human Resources

- Yourself
- Planning team

#### ADRP Resources (created on the website)

- Aboriginal Resilience Strategies Report
- Hazard Risk, Resilience and Strategies Report
- 🗣️ Audio-Visual #3.3 – Reviewing Strategies

#### Other Materials

- Community map (laminated)
- White board, flip charts & felt markers
- Internet
- Projector & screen or wall space
- Laptop & speakers



**Required**

## Step 3: Building a Resilience Plan

### Activity 4: Writing the Resilience Plan

#### Purpose

The main purpose of this activity is to write the Resilience Plan in order to convince your community of the need to increase its resilience, and to gain the commitment of the community to implement the plan.

#### Outcome

A Disaster Resilience Plan that summarizes the work done to date and provides the community with a viable resilience plan, with prioritized strategies that are aligned with community goals.

#### Task

1. Write a brief summary of the information that has been gathered throughout the process.
2. Write an explanation of how resilience strategies were prioritized based on the community's goal and vision.
3. Write the Action Plan itself, including timelines, responsibilities, necessary resources, and milestones.

#### Timing

- Up to 3 days

#### Meeting Space

- Meeting space (for 10 to 15 people)

#### Human Resources

- Yourself
- Planning team

#### ADRP Resources (created and printed from website)

- Aboriginal Resilience Strategies
- Hazard Resilience Strategies
- Strategy Action Report
- 🎧 Audio-Visual #3.4 – Action Plan

#### Other Materials

- Community map (laminated)
- White board, flip charts & felt markers
- Internet
- Projector & screen or wall space
- Laptop & speakers



**Required**

## Step 4: Implementing the Plan

### Activity 1: Implementing the Resilience Plan

#### Purpose

The purpose of this activity is to identify and agree on the priorities established in the Disaster Resilience Plan and start work on the identified strategies to increase the community's overall level of resiliency.

#### Outcome

Progress on the community's goals to increase its level of disaster resilience.

#### Tasks

1. Meet with decision makers, human resources, and finance personnel to identify work to be done by existing staff and arrange for contracted or other work to begin on identified strategies.
2. Meet with community stakeholders to engage in setting priorities and initiate volunteer or other work to move ahead in completing the identified strategies.

#### Timing

- Will be strategy-based

#### Meeting Space

- Meeting space (for 10 to 15 people)
- Meeting space for large numbers

#### Human Resources

- Yourself
- Planning team
- Community staff and decision makers



#### ADRP Resources (on the website)

- 🎧 Audio-Visual #4.1 – Celebrating Success

#### Other Materials

- Community map (laminated)
- White board, flip charts & felt markers
- Internet
- Projector & screen or wall space
- Laptop & speakers

**Required**

## Step 4: Implementing the Plan

### Activity 2: Evaluating Progress

#### Purpose

It is important to check on the progress in carrying out the priorities set out in the Disaster Resilience Plan to ensure that plans are being carried out as agreed to. In this step, you will evaluate what you have accomplished to date. This activity should re-occur on a regular basis.

#### Outcome

To ensure that the plans and activities are carried out as was intended and that the community is engaged and interested in the progress being made on the Disaster Resilience Plan.

#### Task

1. Bring together the Planning Team to review the Disaster Resilience Plan and evaluate the progress on activities, time frames, budget, and the impact of the resilience strategies. The evaluation should include considering who might be negatively affected.
2. Inform the community in regard to the progress being made.

#### Timing

- 2 hours per meeting

#### Meeting Space

- Meeting space (for 10 to 15 people)

#### Human Resources

- Yourself
- Planning team
- Administrative staff

**Required**



# Step 4: Implementing the Plan

## Activity 3: Continue Planning

### Purpose

The purpose of this activity is to identify changes that are occurring in the community and to capture those changes in updates to the various tools and the Disaster Resilience Plan.

### Outcome

A Disaster Resilience Plan and supporting documents that are up-to-date and accurately reflect the community.

### Task

1. Meet on a regular basis to review and update the ADRP documents.
2. Report back to decision makers in the community regarding the ongoing progress and changes.

### Timing

- ½ to 2 days

### Meeting Space

- Meeting space (for 10 to 15 people)

### Human Resources

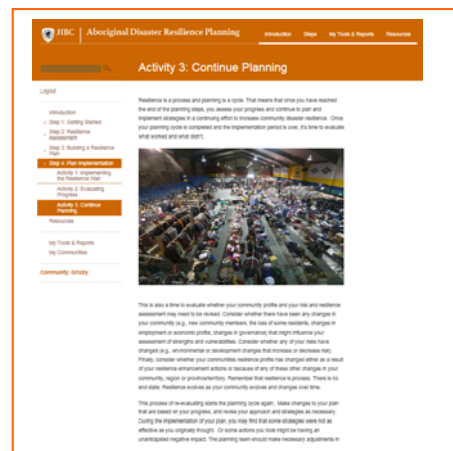
- Yourself
- Planning team

### ADRP Resources (on the website)

- HRA, HRI, ARI
- Integrated Disaster Resilience Profile
- Community Profile

### Other Materials

- Community map (laminated)
- White board, flip charts & felt markers
- Internet
- Projector & screen or wall space
- Laptop & speakers



**Required**





# Frequently Asked Questions

## ADRP Process

### Will the ADRP process provide my community with an Emergency Response Plan?

No, the ADRP will *not* provide you with an Emergency Response Plan, but it will help to inform your Emergency Response Plans. Following the ADRP process will help your community to:

- improve existing plans by identifying additional resources that could be needed to deal with potential hazards;
- identify the need evacuation routes and ensure that warning and alert messages for potential high risk hazards are in place;
- decide what kinds of emergency exercises would best test your community's emergency response plan;
- identify the safest places to build new developments and locate critical resources; and
- engage the whole community in becoming more aware, informed and prepared to deal with potential hazards.

### How long will the ADRP process take?

Similar to developing and maintaining your disaster emergency response and recovery plans, the ADRP process is never complete. The length of time that is required to complete the process will depend on many factors unique to your community, including your population, the geographical area covered by your community's borders, the amount of support you have from elders and key decision makers in your community, and the time and resources available to your planning committee.

While all communities need to complete Step One (Getting Started) some communities may choose to look at the risks posed by various hazards that they are most concerned about and then move on to explore hazard-based resiliency and identify and implement mitigative strategies. Other communities may wish to take more time, to explore areas of community- and disaster management-based resiliency as well as the risks posed by specific hazards. The community may also decide to complete a Community Profile, to complete a Community Visioning workshop, fully engage residents, and take a more holistic approach to ADRP planning.

Clearly, the more the community engages in the various components of the ADRP the longer it will take to complete the process, but most communities should have valuable data to inform planning decisions in less than a year.



## **Are non-Aboriginal communities undergoing the same process?**

Probably not unless the community is small, rural and remote. The ADRP website was based on a website initially developed for non-Aboriginal communities – the “Rural Disaster Resilience Planning” site (<https://rdrp.jibc.ca/>). The ADRP site mirrors the RDRP site, although the look and content have been developed specifically for the ADRP.

However, many of the elements of the ADRP would be considered part of an assessment for disaster resiliency for any community. The risk factors for identifying hazards which are most likely to occur are elements any hazard risk analysis would include. Community mapping is a critical function no matter what assessment model a community may be using. So, many of the elements you are undertaking as part of the ADRP are similar to what any community would be addressing in its hazard and resiliency assessment.

## **Why do I have to rate everything as “high” or “low?” Why isn’t there a “moderate” or “partial” category?**

As the ADRP was being tested in the field it became apparent to the researchers that many people were uncomfortable deciding whether a risk or resiliency factor was “high” or “low” – almost all of the time, community members were more comfortable always choosing a moderate or middle-of-the road rating. When all of the hazards or resilience ratings are “moderate” it becomes impossible for communities to start to develop a priority list of what they should focus on first. Thus, the system is deliberately designed to force communities to make some firm decisions so as to aid in their planning initiatives.

## **What is the value of setting up community zones?**

In a number of cases your community may cover a very large geographical area, or your community may have a very different topography from one area of the community as compared to another area. For example, your community may include a low, flat area on the banks of a river, a residential neighbourhood and a very mountainous area. Clearly not all parts of the community are going to be affected by flooding or avalanches. Thus, you may wish to divide your community into zones for the purposes of analysis.

To accomplish this, simply follow the instructions for setting up a new community, but rather than establish a totally new community create “Community Name – Zone 1” (River delta); “Community Name – Zone 2” (Residential Neighbourhood); and “Community Name – Zone 3 (Mountain area). This will allow you to pinpoint exactly where in the community (by the zone) is the potential for flooding (for example) and to identify zones in the community more at risk and with a lower resiliency. Creating zones provides your community with more a more detailed, and relevant analysis rather than simply acknowledging that the community is at risk of certain hazards.

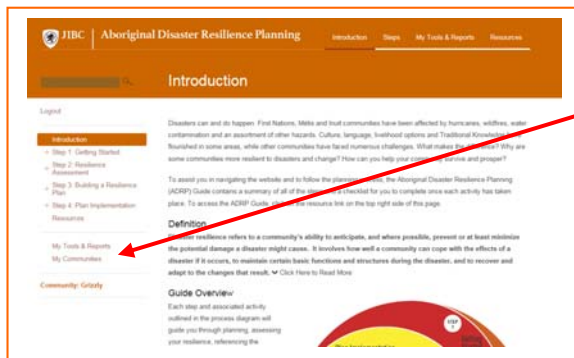
## Information & Technology (IT)

### Can I change my email address?

Yes, go to Contact Us and use the online form to request the change.

### Can I use my Username for more than one community?

Yes, this is easy to accomplish. When you create your account you should enter the community you would like to start with. Once you have completed the login procedures, you will be able to add additional communities to your login profile.



After you have logged in, look to the bottom left-hand side of the screen and you will see a heading which says “My Communities.” Click on this heading and you will be able to enter additional communities.

Note that you should not use your email address as your Username and do not use a password that you normally use for your other online programs or apps.

### What if I want to change my password?

It’s not a problem. Enter your Username and leave the password blank and click on “Login.” You will be taken to a new screen and asked to resubmit your password. Under the field where you enter your password you will see a prompt asking if you have “Lost your password?” Click on this prompt and you will be taken to a new screen where you can reset your password.

### Is the data I enter into the ADRP secure? Who has access to the data?

The data is very secure. All data is kept and protected behind the Justice Institute of British Columbia’s (JIBC) firewalls and data servers, which meets or exceeds the standards for maintaining confidential information for post-secondary institutions in British Columbia. None of the data is stored on any US-based servers or clouds, so none of the data is subject to the Patriot Act.

No other personnel, other than JIBC IT staff who may need to access the data to resolve any data/file/access problems, will have access to your data unless you have provided them with your Username and password. If you are particularly concerned about confidential data you should print out the applicable resources and complete the information manually and store the paper copies in a secure location. All of the tools on the ADRP system are available to be accessed and printed in paper format.

Please read the information located on the bottom of the Introduction screen which refers to “Privacy” and “Terms of Use” for additional information.



### **Can I share data with other communities?**

You are in complete control of what data you would like to share (or not share) with other communities. If you give other communities the name of the community you have established and the username and the password, then whoever you have entrusted with that login information can access everything you have entered into the system.

If you do not want to share everything that has been entered into the system then you should simply print off the reports you do want to share with others, and provide them directly to the community.

### **Why does my screen automatically log off?**

In order to protect your privacy, after a certain amount of time of no activity on the website, the system will automatically log you off. Simply log back on should that occur.

## **Reports**

### **Can I print a report of what we have accomplished so that it can be shared with the community? Can I save reports?**

Yes, there are extensive reporting features associated with the ADRP. You are able to retrieve and store or print any of the data you have entered into the ADRP system. For example, you can print a report of all of the high-risk hazards you have identified, or a list of community-based strategies you would like the community to consider adopting for action in the next year.

Additionally, reports can be saved in pdf format so that they can be saved and forwarded to community members via email or text messages. Additionally most reports can be exported via CSV formats (exported to Excel files).

### **What if I haven't been able to complete a section for a hazard or to assess resiliency? Can I access factors where I need more information?**

Yes, please see the Report Guide for the specifics on accessing different data fields for the reports.





A user-friendly guide to help you work through the various steps to increase resiliency in your community.



#### Guide, Tools & Resources

Four steps to build a plan for disaster resiliency in your community. [Login to get started](#)

