Disaster Resilience Plan Template Instructions

***About this template***

1. This template provides some suggested content that can be included in a community’s Disaster Resilience Plan. It will require your community to tailor the content to your specific context and reporting requirements. *Hint: your organization may already have report templates that include title page and branding examples that you can incorporate.*
2. The heading and subheadings are there to guide you. Under each section there is information provided as suggestions for what to include, references to website sections and/or resources to guide you and some suggested wording. Feel free to edit, add or change subheadings to suit your community’s needs. Here are a few format guides for using the template:
* Suggested “static” information is provided in ***bold italics.*** You can change the formatting/wording to suit your needs.
* The checkmark symbol indicates instructions and suggestions on what content to include in a section
* The arrow symbol gives guidance to where other resources can be found on the website.
	+ Content included with the checkmark and arrow symbols are intended to support you as you write your plan, but not intended to be included in your final plan.
* The red “!” symbol indicates sensitive information which may need to be removed when distributing to certain audiences.
1. Various Appendices are suggested to be included in your disaster resilience plan.
2. This product is a compilation of resources based on best practices of the Community Disaster Resilience Planning tool. Suggestions on how to improve this document are welcome on an ongoing basis.

*Insert Title Page*

*Organization*

*Author*

*Date/version*

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# Executive Summary/ Letter of Introduction

* Include a brief summary of the plan’s purpose and scope. Some communities may wish to include a letter from Mayor and Council, Chief and Council or Regional Board support and endorsing the report.

# PLAN ADMINISTRATION

## Distribution List (Optional)

* *Insert a list of which organizations are included in the internal and external agency distribution lists. Key individuals from these organizations should receive a copy of the plan every time it is amended.*
* ***Tip:*** *Consider whether hardcopy and/or electronic distributions are best for your plan.*

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| **INTERNAL AGENCIES** |
| **AGENCY** | **POSITION** | **Print** | **Electronic** |
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| **EXTERNAL AGENCIES** |
| **AGENCY** | **POSITION** | **Print** | **Electronic** |
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* *Certain information, such as contact information, can be safeguarded by including it only in a detachable annex.*

## Record of Amendments

* *Insert a chart to document any changes to the plan.*

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| **Date:** | **Changes:** | **Page #:** |
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* ***Tip:*** *Include a “Revised Date” so that plan users can quickly note whether the appropriate updates have been made.*

## Plan Maintenance

* *Identify when revisions will be made and how amendments will be documented.*

**Example: The Disaster Resilience Plan will undergo revision when:**

* **Community hazards or vulnerabilities change**
* **Governance structure and/or policy changes**
* **Exercises or emergencies identify gaps or improvement in policy and procedures**
* **An annual review takes place**

**Amendments will be documented in section 1.2 Records of Amendments and an updated plan will be distributed to the distribution list.**

* *Tip: Review the distribution list annually to ensure all appropriate agencies are represented and touch base with the agencies, as turnover can be frequent.*
* *Identify who is responsible for making revisions to the plan.*

Example:

* **The Emergency Program Coordinator (EPC) will be the point of contact for any revisions.**
* **The Disaster Resilience Planning Committee will be responsible for plan maintenance activities.**
* **The Emergency Program Coordinator is responsible to ensure that a yearly review of the plan is conducted and the plan is amended and annexes are updated when required.**

## Acronyms/Abbreviations

* *Insert list of all acronyms and abbreviations include in your plan. Could also or instead include the Glossary from the Community Disaster Resilience Planning website.*

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| CDRP | Community Disaster Resilience Planning |
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# INTRODUCTION

## Purpose/Vision

* Insert a statement of the intended outcome of the plan – The Vision Statement
* See *Section Develop and Implement Resilience Plan: Identify Resilience Strategies – Setting a Vision & Developing Goals*

## Goals and Objectives

* Include a list of measurable goals and objectives
* *See Section Develop and Implement Resilience Plan: Identify Resilience Strategies – Setting a Vision & Developing Goals*

## Scope

Include an overview of what the scope is of the plan. Some suggested items/descriptions to include:

* *Community overview/description – who are we? – might be available from other organizational documents (i.e. Community Official Plan, etc.)*
* *The geographical or jurisdictional boundaries your plan has authority over or is covered in the plan.*
* *A map outlining boundaries, community*
* *Types of hazards that will be dealt with/included (high level – more detail in Section XX)*
* *Planning parameters and assumptions*

## Community Planning Team

The Community Planning Team is the group who will gather the information necessary to assess the community’s disaster resilience, and who prepared the Disaster Resilience Plan.

* *Provide summary of team or how team was formed*
* *List members involved*

## Methodology

Provide a brief overview of the methods taken to prepare the Disaster Resilience Plan. What sections were completed on the website and how the analysis of data was collected, reviewed and summarized. Reference can be made to whether there was consultation with subject matter experts, community members or if there was cross-reference with historical research or other observational data.

## Related Plans and Documents (optional)

* *List any plans that could be used to help inform this plan or support other planning initiatives.* Examples: *Emergency Management Plan, EOC Operational Guidelines; Business Continuity Plan, Departmental Emergency Plans (i.e. water and sewer emergency plans.)*

# COMMUNITY OVERVIEW

##  Community Profile

***Relevant community information should be recorded in some way. This can be as simple as a set of notes, lists, descriptions, pictures taken during information collection, or adding information on your Community Map, by marking where your community’s assets/strengths and vulnerabilities or potentially vulnerable people are located. You can also list or describe the community using sections from the Community Profile. For example:* 3.1.1. Population *could be a section***

* Include the process if you conducted to collect the data
* Utilize information from the Gather Skills & Knowledge Inventory and Record Community Information (include as an appendix)
* See *Section Community Overview – Gather Skills & Knowledge Inventory and Record Community Information (Community Profile Instructions and Template)*

## Population

Include a description of the community population.

## Community Geographic Setting

***This could include a description of the community mapping process and results. If you have identified specific hazard zones, you could also add this information to your map.***

* Include the process if you conducted the community mapping component. If so, include map as an appendix.
* See *Section Community Overview – Define & Map Community Borders*

# HAZARDS, RISKS AND RESILIENCE ASSESSMENT

##  Overview of Hazard Risk Analysis (HRA)

***The purpose of Hazard Risk Analysis (HRA) is to help a community identify which hazards pose the greatest threat for your community. The HRA will help you make risk-based choices to address vulnerability, mitigate hazards, and prepare for response and recovery from disasters.***

Include the HRA data that was collected through this process of the tool. Information could include:

* A list of the hazards with hazard description of the ones the community completed as part of the HRA Tool
* Include the factor statements of the hazard derived from the HRA tool which were important to the community or that are of significance. (Include HRA Forms as part of Appendices)
* Include the process if you conducted the community mapping component. If so, include map as an appendix.

* See *Section Hazard and Resilience Tools – Hazard Risk Analysis (HRA) Tool*

## Hazard Risk Analysis Summary

Summarize any key findings that your community discovered through the process of the HRA (Results of a data analysis)

* A summary of the process – who was involved in utilizing the HRA tool
* A summary if you engaged the community/stakeholders while conducting the HRA or to provide feedback to the decision making process
* A summary of any relevant hazard historical information.
* A summary of the specific vulnerabilities identified within your community.
* A summary of your HRA report.
* See Develop and Implement Community Resilience Plans – Analyze Data and Community Impact *Developing a Risk Profile*

# COMMUNTIY RESILIENCE ASSESSMENT

## Overview of Hazard Resilience Index (HRI) & Community Resilience Index (CRI)

***The purpose this section is to summarize the process conducted to assess and analyze the Hazard Resilience Index and the Community Resilience Index. This will provide an assessment of the community's resilience in the face of locally identified hazard-risk priorities, such as those identified in the HRA. Use the Disaster Resilience Profile Template to organize, display and summarize.***

## Hazard Resilience Index Analysis Summary (HRI)

Summarize any key finding that your community discovered through the process of the HRA. Include the HRI data that was collected through this process of the tool. Information could include:

* A list of the same hazards addressed as part of the HRA (above)
* Support with factor statements that related to the hazard (these would be derived from the HRI tool) (Include HRI forms as appendices)
* See *Section Hazard and Resilience Tools – Hazard Risk Analysis (HRA) Tool*

A summary could include:

* A summary of the process – who was involved in utilizing the HRI tool,
* A summary if you engaged the community/stakeholders while conducting the HRI or to provide feedback to the decision making process
* A summary of any relevant factors that stood out during the assessment.
* A summary of the specific vulnerabilities identified within your community.
* A summary of your HRI report (appendix).
* See Develop and Implement Community Resilience Plans – Analyze Data and Community Impact *Disaster Resilience Profile*

## Community Resilience Index Analysis Summary (CRI)

***The purpose of the Community Resilience Index is to help you to assess your community's disaster resilience in order to provide information on areas of resilience that can be enhanced. The CRI presents two categories of resilience: Community Resources and Disaster Management. Use the Disaster Resilience Profile Template to organize, display and summarize.***

Summarize any key finding that your community discovered through the process of the ARI. A summary could include:

* A summary of the process – who was involved in utilizing the ARI tool,
* A summary if you engaged the community/stakeholders while conducting the ARI or to provide feedback to the decision making process
* A summary of any relevant indicators that stood out during the assessment.
* A summary of any specific strengths identified within your community.
* A summary of the specific vulnerabilities identified within your community.

## Community Resources

***The purpose of the Community Resources assessment is to outline community characteristics associated with the quality and strength of community members’ connections to each other, and the self-reliance, self-determination and self-sufficiency of the community. It also includes other characteristics of community functioning such as the presence of effective leadership, inclusive decision-making processes, and open, clear, and transparent communication channels also influence resilience. The indicators (checkbox statements) in this section of the CRI help create a complex and comprehensive picture of how well a community functions, how they are likely to adapt to disruption or the loss of important services (e.g., food transportation, electricity), how effectively they can communicate and make decisions in a crisis, and the diversity and accessibility of resources, services, skills, expertise, and equipment that can be called on to prepare for, respond to, or recover from a disaster.***

Include the Community Resource data that was collected through this process of the tool. Information could include:

* A list of the sections reviewed in the tool
* Support with factor statements that related to the section (these would be derived from the Community Resource component)

Your community’s CRI – Community Resources analysis should include a thorough report which can be included as an annex to this plan.

* See Develop and Implement Community Resilience Plans – Analyze Data and Community Impact *Disaster Resilience Profile*

## Disaster Management

***The purpose of the Disaster Management assessment is to focus attention on factors associated with disaster preparedness and disaster management. This includes things such as awareness or risks and threats and what individual households, businesses and the community as a whole have put in place to reduce those threats and prepare for them should they occur.***

Include the Disaster Management data that was collected through this process of the tool. Information could include:

* A list of the sections reviewed in the tool
* Support with factor statements that related to the section (these would be derived from the Disaster Management component)

Your community’s ARI – Disaster Management analysis should include a thorough report which can be included as an annex to this plan.

* See Develop and Implement Community Resilience Plans – Analyze Data and Community Impact *Disaster Resilience Profile*

# RESILIENCE STRATEGIES

## Hazard, Risk, Resilience and Strategies

***The purpose of the report is to provide strategies for reaching your goals and objectives related to the hazards you have rated. They are actions that get you to your goals.***

* Keep in mind your vision, goals and scope.
* Consider if these strategies under the community’s control to implement.
* Prioritize which areas of you want to address and list the strategies.
* A summary of the process – who was involved in utilizing the HRA/HRI strategies tool,
* A summary if you engaged the community/stakeholders while conducting the HRA/HRI strategies tool or to provide feedback to the decision making process
* Provide appendix
* See Develop and Implement Community Resilience Plans – Identify Resilience Strategies

## Community Resilience Strategies

***The purpose of the report is to provide strategies for reaching your goals and objectives related to the community resources and disaster management dimensions. They are actions that get you to your goals.***

* Keep in mind your vision, goals and scope.
* Consider if these strategies under the community’s control to implement.
* Prioritize which areas of you want to address and list the strategies.
* A summary of the process – who was involved in utilizing the ARI strategies tool,
* A summary if you engaged the community/stakeholders while conducting the ARI strategies tool or to provide feedback to the decision making process
* Provide appendix.
* See Develop and Implement Community Resilience Plans – Identify Resilience Strategies

# ACTION PLAN & IMPLEMENT & EVALUATE

## Overview

***The purpose of the action plan is to provide timelines, responsibilities, necessary resources and milestones for how to implement the disaster resilience plan. Generally these are related to the strategies the community wishes to address to achieve the goals and objectives. This should include an evaluation of the progress on activities, time frames, budget, and the impact of your resilience strategies. Evaluation should also include considering who might be negatively affected and whether anyone on the team has dropped out and, if so, why.***

* Refer to the Strategy Reports to develop a list, chart, table or spreadsheet to identify the strategy, who will be responsible (working group, department, individual etc.), time frame, resources needed, completion, etc.
* Set schedule for evaluation of plan.
* Outline continual planning needs. For example: state which hazards to review next.
* See Develop and Implement Community Resilience Plans – Identify Resilience Strategies
* See Develop and Implement community Resilience Plans – Write and Implement Resilience Plan

# APPENDICES

## Appendix# - Community Map

## Appendix # - HRA

## Appendix # - HRI

## Appendix# - CRI

## Appendix# - Strategies Reports

## Appendix#- Action/Implementation Plan/Spreadsheet

## Appendix# - other supporting documents.