Companion Document   
to the   
Emergency Management Planning Toolkit for Local Authorities and First Nations

emergency management   
Planning process Checklist   
for local authorities   
and First Nations

A Master Checklist to Guide the Planning, Development and Maintenance of Emergency Management Plans for Local Authorities and First Nations in British Columbia

1st Edition



MASTER PLANNING PROCESS CHECKLIST

The Emergency Management Planning Guide for Local Authorities and First Nations (Guide)recommends ten steps for planning, developing and maintaining an emergency management plan. Below you will find an adaptable version of Master Checklist found within the Guide, which outlines the ten steps and sub-steps and can be tailored to your planning context.

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| **EMERGENCY MANAGEMENT PLANNING STEPS AND TASKS** | **Completed** |
| 1. **Determine the planning context** |  |
| Align with strategic initiatives |  |
| Complete an inventory of existing plans and other documents |  |
| Identify the authorization framework for your plan |  |
| Identify the boundaries and demographics of your community |  |
| Align your plan with regional initiatives |  |
| Identify and obtain the necessary resources |  |
| 1. **Identify partners and their roles** |  |
| Create a comprehensive partners list |  |
| Create an engagement plan |  |
| Organize a planning committee |  |
| 1. **Review hazards, risks & vulnerabilities** |  |
| Review current HRVA |  |
| Consider conducting a new HRVA |  |
| Consider developing hazard-specific & functional annexes |  |
| 1. **Determine purpose & scope** |  |
| Write a purpose statement |  |
| Define the plan’s objectives |  |
| Identify the scope of your plan |  |
| Identify and examine assumptions |  |
| 1. **Collect data and engage partners** |  |
| Review existing plans and other documentation |  |
| Identify knowledge gaps |  |
| Collect data from partners |  |
| 1. **Create the plan** |  |
| Review template and adapt as desired |  |
| Write plan |  |
| Name and date the plan |  |
| 1. **Obtain feedback & approval** |  |
| Obtain feedback from partners |  |
| Review feedback and integrate into the plan |  |
| Obtain official approval |  |
| Distribute plan |  |
| 1. **Conduct orientations & training** |  |
| Identify who will require an orientation to the plan |  |
| Conduct plan orientation and training |  |
| Develop an emergency operations centre staff training database |  |
| Identify additional training requirements |  |
| Develop an ongoing training strategy |  |
| 1. **Exercise the plan** |  |
| Develop a multi-year exercise plan to test and validate the plan |  |
| 1. **Evaluate & Maintain the Plan** |  |
| Identify the owner and custodian of the plan |  |
| Develop a maintenance schedule |  |
| Review plan |  |
| Distribute amendments |  |