

Emergency Preparedness & Resiliency Planning Guide & Workbook

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Section 1: Initial Steps Checklist & Communications Tree

This section is a quick reference sheet to be used in the event of an emergency that requires the implementation of the plan.

Initial Steps Checklist - Make a quick checklist of the initial steps that should be taken or key reminders of things to remember in the event of an emergency situation. This is not meant to be super detailed as it is a quick reference guide to help you get started on a good trajectory.

Emergency Communications Tree - This is a diagram to demonstrate what communications need to happen and to whom in the initial stages of an emergency or incident.

1a) Initial Steps & Reminders Checklist:

Examples:

- Take a breath and calm nerves.
- Assess if there is any immediate threat to life, ecology, or infrastructure. If yes, respond, then regroup. If no, take another breath.
- What are the most immediate threats that need to be addressed to preserve life or protect the environment, infrastructure or our reputation?
- Are there things pulling our attention that are not actual immediate priorities?
- Does our emergency planning team need to meet?
- Who needs to be contacted/communicated with? What tasks can be delegated?
- Think ahead a few steps, where may this incident be heading? How can we prepare for and mitigate against the “ripple” effects?

1a) Initial Steps & Reminders Checklist:

Create your own list for your project:

1b) Emergency Communications Tree & Contacts List

See Appendix for examples:

Section 2: Plan Objectives & Goals

List 3 objectives for this plan. Consider what you or your organization is hoping to achieve with the plan.

Example objective: Increase our organizations resiliency and ability to support our community by mapping out clear action steps for how we will prepare for and adapt to the impacts of climate change

Objective 1:

Objective 2:

Objective 3:

Section 3: Planning & Implementation Teams

Use this section to list the members of your planning and plan implementation teams.

Planning Team - This is the committee responsible for creation of this document, overseeing it's implementation and ensuring it is updated and refined as needed.

Implementation Team - This is a list of key organizational departments or roles along with their responsibilities in both implementing the plan objectives (ie: training, organizing) proactively as well as during emergency response.

Section 2a: Planning Team

List the team members, contact info and key roles of your planning team.

Team member	Contact Info	Roles & Responsibilities

Section 3b: Implementation Team

Below are some of examples of how you may choose to organize based on the Incident Command System (ICS).

Role (<i>examples</i>):	Department or Team member:	Roles & Responsibilities (<i>examples</i>):
Big Picture Coordinator (ICS = Incident Command)		<ul style="list-style-type: none"> • Able to keep an eye on the big picture and all the individual parts • Mostly a delegating role and helps support communications between other teams
Public Communications (ICS = Public Information Officer)		<ul style="list-style-type: none"> • Managing, writing and sharing important communications with the public and stakeholders
External Organizations & Services Communications (ICS = Liaison Officer)		<ul style="list-style-type: none"> • Responsible for communications with emergency services and other organizations you are working with
Safety Coordinator (ICS = Safety Officer)		<ul style="list-style-type: none"> • Watching over the safety of your teams and clients and implementing strategies as needed
Response Team (ICS = Operations)		<ul style="list-style-type: none"> • The “Doers.” This is the team directly responding to any incident and doing the direct work to help people, protect infrastructure, etc.
Planning Team (ICS = Planning)		<ul style="list-style-type: none"> • Thinking ahead to next steps and future needs • Keeping track of everything happening • Delegating jobs between other departments
Grounds & Gear Team (ICS = Logistics)		<ul style="list-style-type: none"> • Managing, tending and acquiring needed gear for all aspects of the plan and response
Finance Team (ICS = Finance)		<ul style="list-style-type: none"> • Tracking purchases and making financial decisions
Other Team Needs?		<ul style="list-style-type: none"> • What other unique needs do you have?

Section 4: Hazard Identification & Risk Assessment (HIRA)

One of the first steps in emergency planning is often conducting a HIRA to assess your family or organization's risk and vulnerability to potential hazards. This information can be used as a guide to prioritize efforts. Variations of the HIRA are used around the world in professional emergency and disaster management.

The following is an elementary version of a HIRA. More complex and detailed versions are available and may be worth considering to better meet your family or organization's needs. Important Definitions:

Hazard - Anything that has the potential to create a negative impact on your life and or community. This document focuses on natural and human-made disasters and other emergencies. See step two for examples.

Risk - How likely is this hazard to occur in your life/region in any given year of your lifespan? Rank from 0 - 3. 0 = Highly unlikely to occur. 3 = Very likely to occur.

Vulnerability - The anticipated impact of the hazard occurring. This can include its impact on people, property, operations, environment, finances, reputation, etc. Rank from 0 - 3. 0 = Low to no impact. 3 = Very high impact with lasting consequences.

Create Your HIRA:

Hazard	Risk Score	Vulnerability Score	Total

Section 5: Critical Infrastructure Assessment

Critical infrastructure - This includes any of the essential resources your organization is dependent on to perform its mandate and maintain safety for your workers, clients and community. This can consist of equipment such as a water pump, furnace, communications infrastructure, etc., or systems such as a way of governance or communication that keeps order. It could even include specific people or knowledge.

Vulnerabilities - This includes any predetermined weakness or vulnerability that could lead to a problem or hazard. For example, suppose your water pump is reliant on electricity to pump drinking water, and you do not have a backup system for generating electricity. In that case, this may be considered a liability if running water is considered part of your critical infrastructure.

Solutions Brainstorm - Ways to Improve Resilience

Brainstorm a list of the critical infrastructure your organization or family relies on for operations and safety. List liabilities for this infrastructure and solutions to making it more secure, reliable and resilient.

Critical Infrastructure Assessment:

Critical Infrastructure	Vulnerabilities	Ways to Improve Resilience
ex: Water Pump	<ul style="list-style-type: none">- Susceptible to freezing if temperature drop below usual season lows- Only one person knows hoe the system works- Needs electricity to run	<ul style="list-style-type: none">- Insulate intake pipes better- Train more people on how to operate/maintain it- Connect to the back-up generator or solar panel system.

Section 6: Strengths, Assets & Community Mapping

Often our internal organization, external community, Governments, and NGOs, have many resources and “assets” that can support each other with all aspects of emergencies.

However, if you are unaware of these assets or have not made prearranged agreements for their support (“Mutual Aid Agreements”) ahead of time, you may not be able to access them when needed.

There also may be “undiscovered” assets that take a little creative thinking to discover and utilize to meet the needs of particular vulnerabilities, hazards, and challenges.

Brainstorm a list of top assets already available:

*** Remember to explore what previously undiscovered or under-utilized assets may exist.*

Internal (organization):

Resource/Asset	Use Case	Notes

Government/NGO:

Resource/Asset	Use Case	Notes

Community Mapping:

Community mapping and organizing can take on many forms. Choosing the best process to use and resources to create will depend on your needs, strengths and identified role/vision.

The following quote and process is from the Jeder Institute, “The Art of Participatory Community Building Guidebook.”

“Asset mapping is a vehicle for community to identify, discover and connect with each other. It’s not the only strategy to empower communities but it is more than a tool; it connects people through the sharing of stories and the identification of mutual strengths.

We have found there are 3 key steps to asset mapping:

- Discover the assets*
 - Connect the assets together*
 - Create opportunities to mobilise these assets to be productive and powerful together”*
-

Some examples of areas you may want to consider in your community mapping, include:

- Supporting diverse needs and communities
- Areas and demographics more vulnerable to specific types of incidents
- Clubs, Associations & other groups
- Personal community members & their strengths
- How to work with the gifts and challenges of your bio-region and habitat
- A physical map of where points of interest are located
- Etc.

Feel free to create your own version of this section based on notes from class, supporting resources and models such as:

- Vancouver's Resilient Neighbourhoods Toolkit
- ABCD Asset Mapping Models such as the Jeder Institute's Guidebook

Section 7: Preparedness & Resiliency Action Plan

In this section, reflect on the assessment work completed on previous pages and combine your objective assessments with your subjective thoughts on where to focus your emergency preparedness efforts in the short, middle and long term.

You may have identified more hazards and liabilities than you have the time and resources to work on at present. Based on the HIRA, assessment of Critical Infrastructure, and your thoughts on priorities based on your personal experience, decide where to focus your efforts first.

What were the three highest-scoring hazards in the HIRA?

- 1)
- 2)
- 3)

Is there another hazard of major concern for you that did not score high in the HIRA?

Is there any one action you can take that would help with all or multiple of the hazards (All Hazards Approach)?

What are your biggest liabilities and concerns around your Critical Infrastructure?

- 1)
- 2)
- 3)

Is there any one action you can take that would help with all or multiple of the Critical Infrastructures?

Applying the 5 Pillars

Using your top three concerns/priorities from the previous page and brainstorm the next steps on how you can apply the 5 Pillars to them. Again, keep in mind utilizing the assets you mapped on a previous page.

Priority 1:

Prevent:

Prepare for/Mitigate:

Respond:

Recover:

Priority 2:

Prevent:

Prepare for/Mitigate:

Respond:

Recover:

Priority 3:

Prevent:

Prepare for/Mitigate:

Respond:

Recover:

Short, Middle & Long Term Plan:

Short Term Plan

List 3 - 5 actions you will take in the next 1 - 4 weeks?

Middle Term Plan

List 3 - 5 actions you will take in the next 2 - 12 months:

Long Term Plan

List 3 - 5 actions you will take in the next 1 - 3 years:

Section 8 - Training, Exercises & Community Events Schedule:

Based on your assessed needs and planning, list trainings (ex: first aid, ICS, etc.), community events or exercises you would like to attend or conduct to help with the training and exercise component of your disaster training cycle.

Training/Event	Timeline Goal	Notes	Date completed

Section 9: Emergency Operations Centre (EOC) & Emergency Gear List

Emergency Operations Centre (EOC):

This is the place(s) your team(s) will meet in the event of an emergency to implement all aspects of the plan.

Make sure your EOC has a reliable power source and a back-up power source (ie: generator) in the event of a power failure.

The EOC should also have a designated gear and supplies container only to be used in an emergency. This could be stored in a rubbermaid, closet, etc.

EOC Location:

EOC Back-up Location (if the EOC is unusable because of the incident):

EOC Gear List (*examples*):

What gear would be useful to have on hand during an incident. Some examples may include:

- A copy of the emergency plan
- Solar charging panels and batteries
- A generator & extra fuel
- Handheld radios and a way to charge them
- Paper and pens
- Flashlights
- High visibility emergency vests
- Gravity-fed water filter
- Water and snacks
- First Aid kit

****Make YOUR list on the next page.**

Emergency Operations (EOC) Gear List:

Where will this kit be stored:

Kit Items:

Appendix A: Intro to the Emergency & Resiliency Plan Appendix Section

There are many different components that you may wish to add to your appendices. They can include resources such as:

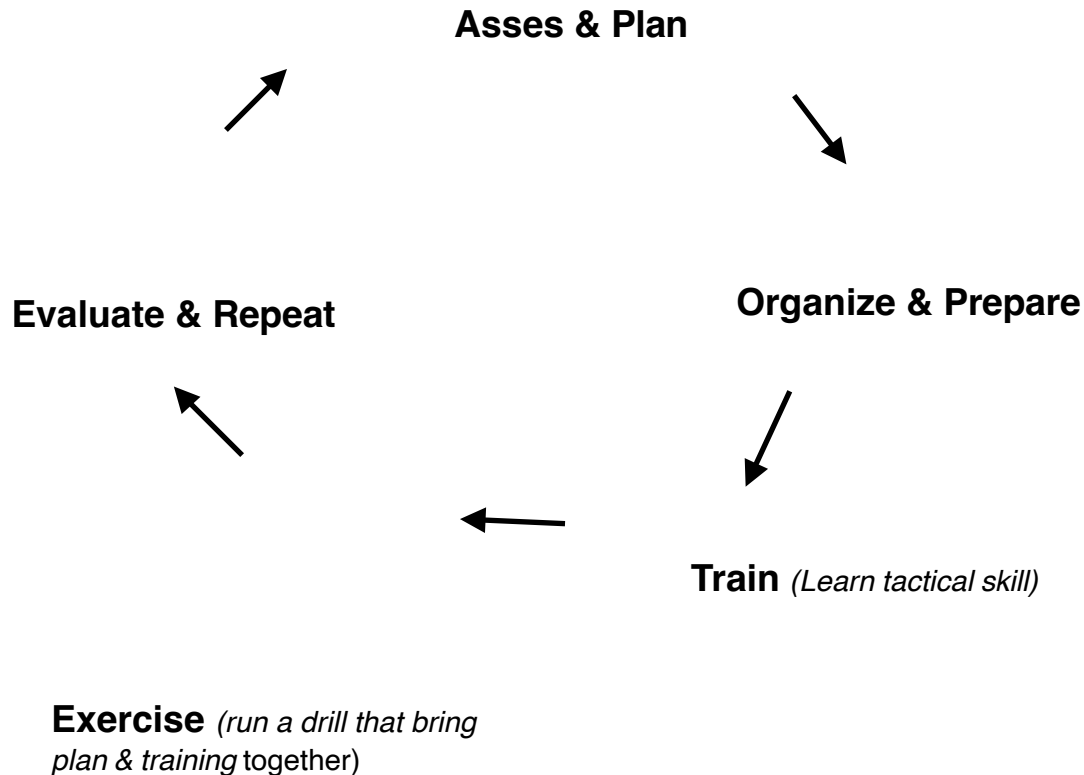
- Supporting frameworks and educational material around specific topics.
- Descriptions of roles and responsibilities.
- Procedures for specific incidents.
- Forms to be filled in such as incident response forms or after incident review forms.
- What ever other documents feel useful the unique needs of your plan.
- Results from community mapping efforts.

Included in this template are some example appendix templates.

Appendix B: Emergency Planning Cycle & 5 Pillars of Emergency Management

The Emergency Preparedness Planning Cycle

*** Based off of a model from FEMA*



The 4 Pillars of Emergency Management

Prevention & Mitigation - How can you prevent the hazard from occurring? If the hazard is inevitable, how can you limit or reduce the impact?

Preparedness - How can you prepare for the potential of a hazard occurring?

Response - What do you want in place to respond to a various hazards?

Recovery - How will you recover and get operations going again after the hazard has passed? How can you build systems and infrastructure back stronger and more resilient than before after a disaster? This includes supporting people in healing from the emotional impact of a hazard or emergency.

Appendix C: Emergency Communications Tree Examples

Emergency communications trees are often presented as flow charts and designed to help make sure all essential communications happen promptly during the early stages of an incident. The tree can also help with the decision-making process.

This document must be easy to understand and follow. Please keep it as few words as possible to convey essential information and actions. Make the decision pathways as clear and easy to interpret as possible.

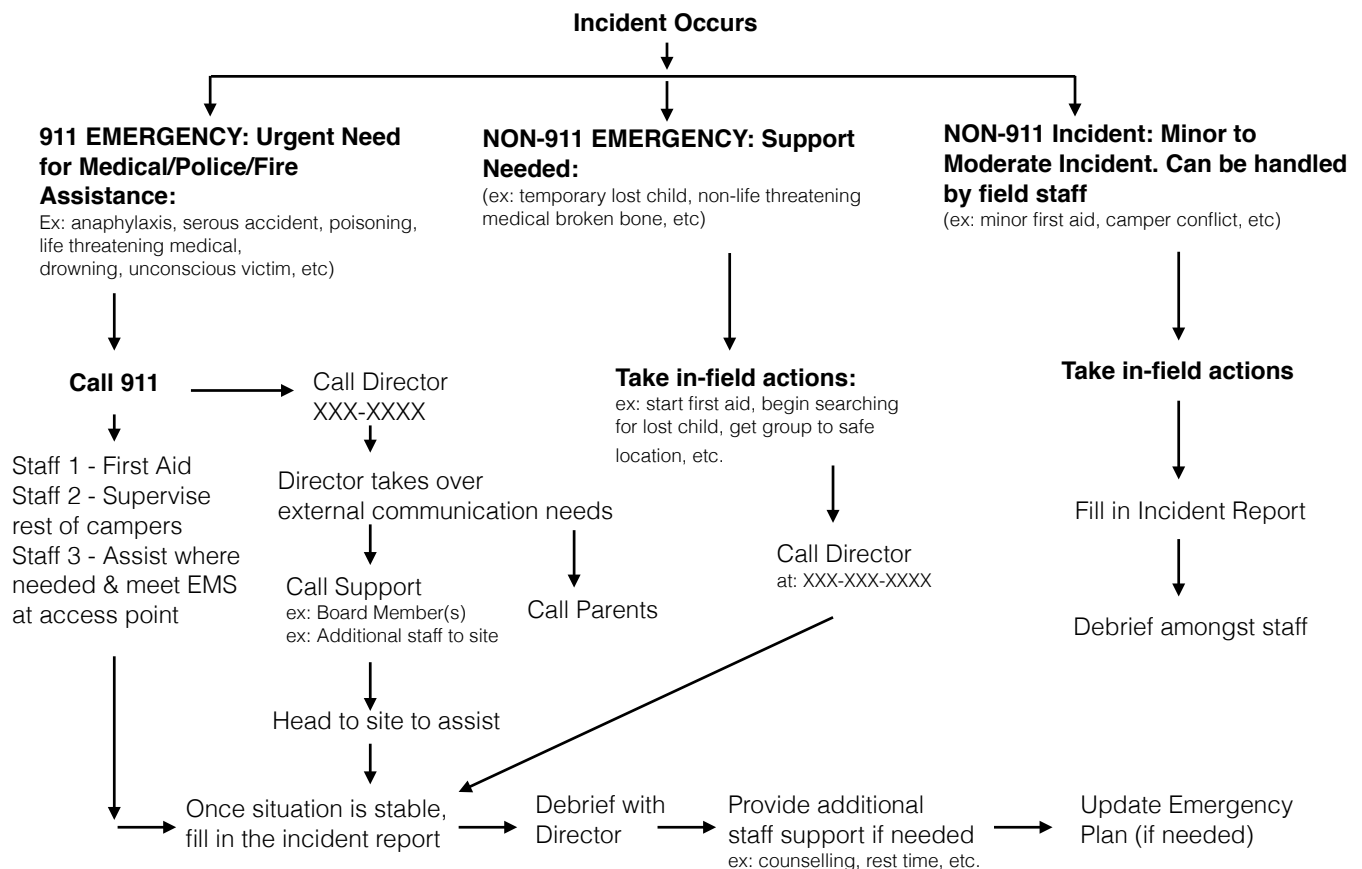
You will have to get creative for your project's unique needs and situation.

Here is an example designed for a youth education program:

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Example Emergency Communications Tree

** This document is an example and is not meant to be used in its current state. This document makes no warranties of safety. It may be referenced & adapted in creating an emergency communication tree to meet your organizations unique needs with the understanding you take full liability for its use and resulting outcomes.



Appendix D: Emergency Procedures Examples

Depending on the needs of your plan, you may want to have clear and simple instructions around what actions should be taken in the event of a specific emergency situation or incident.

Some examples of specific procedure you may want to have include:

- Building evacuation
- Power outage expected to last beyond 24-hours
- Hurricane or other extreme weather event
- Violent person or active shooter
- Medical emergency
- Lost person
- Burst water pipe
- Wildfire in proximity
- Know abuse/harassment of an employee or client
- What else would be helpful for your organization?

Example: Structure Fire

Upon discovery of smoke or fire:

- Pull the nearest fire alarm
- Warn others in area of emergency
- Call 911
- Implement building evacuation procedures
- Use nearest exit to evacuate if safe. Close door behind you if this will not trap anyone else.
- Do not return to area