Annex A – Emergency Management Planning Guide Blueprint

Last Updated: 5 May 2010

Step 1 – Initiate

Inputs

- Institutional mandate and area of responsibility
- Legislative and policy requirements – e.g., Emergency Management Act (EMA), Federal Policy for Emergency Management (FPEM), Government Security Policy (GSP)
- Federal Emergency Response Plan (FERP)
- Public Service Readiness Plan (PSRP)
- Government of Canada and institutional planning cycle and priorities

Activities

1-1 Initiate Emergency Management (EM) Planning Team
- a. Identify team members and functional areas
- b. Identify training and skill set requirements
- c. Establish authority and Terms of Reference

1-2 Confirm Obligations and Requirements
- a. Review existing legislation and policies
- b. Review existing EM plans

1-3 Identify Optimal Planning Cycle
- a. Develop Workplan

Outputs

- EM Planning Team Terms of Reference
- Skill Set Inventory and Training Requirements
- List / Analysis of Legislative and Policy Obligations
- Strategic Emergency Management Plan (SEMP) Workplan

Step 2 – Orientate

Inputs

- Existing EM-related plans (e.g., operational plans, regional EM plans, regional operational plans, security plans, BCPs, and inter-agency plans)
- Existing assessments (e.g., environmental scans, criticality assessments, Business Impact Analyses, threat assessments, vulnerability assessments, all-hazards risk assessments)
- Lessons learned and best practices
- Capability Improvement Process results

Activities

2-1 Complete/ Update Environmental Scan
- a. Assess internal environment
- b. Assess external environment
- c. Identify existing plans and assess gaps in meeting institutional requirements
- d. Identify and review stakeholder positions and issues

2-2 Complete/ Update Critical Assets and Services List
- a. Update/Conduct Criticality Assessment, including Business Impact Analysis (BIA)

2-3 Complete/ Update Threats and Hazards
- a. Conduct/Update All-Hazards Threat Assessment

2-4 Identify Vulnerabilities
- a. Identify and assess current safeguards

2-5 Conduct All-Hazards Risk Assessment
- a. Identify risks
  - i. Establish a Risk Register
- b. Analyze risks
  - i. Evaluate likelihood / probability of occurrence
  - ii. Analyze consequences / impact
- c. Evaluate risks
  - i. Prioritize risks
- d. Identify risk prevention / mitigation options

An All-Hazards Risk Assessment tool is under development and will be included in a subsequent version of the Guide.

Outputs

- Environmental Scan
- List of Existing EM-Related Plans
- Stakeholder Interdependency Overview
- Criticality Assessment
- All-Hazards Threat Assessment
- Vulnerability Assessment
- All-Hazards Risk Assessment
- Cross-Reference Table of Existing Plans by Identified Institutional Risks

Step 3 – Develop SEMP Building Blocks

Inputs

- EM planning considerations and assumptions
- All-Hazards Threat Assessment
- All-Hazards Risk Assessment
- Summary of available resources
- Cross-Reference Table of Existing Plans by Identified Institutional Risks

Activities

3-1 Develop SEMP Building Blocks
- a. Establish EM Governance Structure
- b. Confirm strategic priorities
- c. Identify assumptions, constraints and limitations
- d. Consider PMPRR* requirements and opportunities
- e. Identify requirements for threat- / hazard-specific plans, BCPs, and related EM plans

*PMPRR: Prevention/Mitigation, Preparedness, Response, Recovery

Outputs

- EM Governance Structure
- List of Strategic Priorities and Planning Considerations
- List of Plans to be Developed in Support of the SEMP

Step 4 – Write SEMP and Seek Approval

Inputs

- SEMP building blocks
- FERP, PSRP, NERS
- Available EM planning tools/template
- Existing EM-related plans
- Lessons learned and best practices
- Capability Improvement Process results

Activities

4-1 Write the SEMP
- a. Draft the SEMP
- b. Engage internal / external stakeholders
- c. Update / Refine the SEMP
- d. Consider optimal planning timeline
- e. Seek Senior Management approval

Outputs

- Approved SEMP

Step 5 – Implement, Execute and Maintain SEMP

Inputs

- Approved SEMP
- Planning / MAF cycle
- Updated environmental scan
- Updated All-Hazards Threat / Risk Assessments
- After Action / Event Report(s)
- Lessons learned and best practices

Activities

5-1 Implement the SEMP
- a. Communicate the SEMP (internal / external)
- b. Secure resources
- c. Train
- d. Exercise

5-2 Execute the SEMP (in response to triggers or an incident)

5-3 Maintain / Update the SEMP
- a. Continuous improvement

Outputs

- Updated, current and relevant SEMP

Outcomes

- Reduced risk
- A coordinated approach and operational readiness
- A comprehensive and coordinated whole-of-government response in accordance with strategic priorities
- Restored / Continuity of operations

Effective EM Activities

EM Plan Outline

SEMP

- Part I: Introduction
- Part II: Risk Environment
- Part III: Concept of Operations
  - Prevention & Mitigation
  - Preparedness
  - Response
  - Recovery
- Part IV: Roles and Responsibilities
- Part V: Logistical Support and Resource Requirements
- Part VI: Plan Testing, Review, and Maintenance
- Appendices

- Operational Plans
- Regional EM Plans
- BCP
- Other Supporting Plans