### Planning template | Community Level Plan

**Purpose**

The plan aims to provide the data and information to assist the State Departments, District and Local Emergency Management committees and distinct ‘communities’ such as remote Aboriginal communities or specific cultural communities to share information and data to strengthen emergency food coordination.

The purpose of this template is to provide a user-friendly format to outline emergency management arrangements, procedures and the resources available to the impacted community in the event of a disruption to the state, district or local food system. This Plan should be developed and edited with consideration to the Disaster Resilience and Emergency Food Security Planning Guide and your relevant emergency management arrangements geographical context. This planning template includes *example content (marked in italics)* to prompt thinking and development of the Plan. Please remove any example content that is not relevant to your planning process.

**This Plan will include.**

1. Identifying the level of the plan
2. Identify relevant emergency management arrangements
3. Identify external contacts
4. Identify internal response team
5. Climate and disaster risk profiles.
6. Social, cultural and economic profile
7. Identify and confirm available response assets
8. Identify emergency response gaps
9. Identify recovery transition and gaps
10. Lessons learned

**Question 1 | Planning level**

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| **The template below is to support the development of a community level plan.** |

**Question 2 | Emergency Management Arrangements**

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| **Emergency management arrangement** | **Link to source** | **Summary of relevant information** |
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**Question 3 | External contacts**

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| **Sector** | **Name** | **Email** | **Role** |
| **Local Government Community Services Manager** |  |  | *Example: Often responsible for Local Emergency Welfare Liaison Officer*  *(Include contact details and role of the Community Services manager)* |
| **Local Government Emergency Management Manager** |  |  | *Example: Emergency management managers sit within the LGA. They prepare plans and procedures for responding to emergency & disaster events. They assist in responding and recovering emergencies, often in coordination with public safety officials, elected officials, nonprofit organisations, and government agencies. (Include contact details and role of the Emergency Management Manager)* |
| **Local Emergency Management Committee** |  |  | *Example: The Local Emergency Management Committee (LEMC) is responsible for the prevention of, preparation for, response to and recovery from emergencies within the local government area (LGA) (include contact details and role for the LEMC contact – this may be the emergency management manager)* |
| **Dept Communities Evacuation Officer** |  |  | *Example: The Evacuation Coordinator is the Department of Communities Emergency Services Officer responsible for coordinating emergency relief and support plans and activating evacuation centres during emergencies. (Include contact details and role for the DESO)* |
| **LGA- Community Engagement** |  |  | *Example: Your local government will advise you who coordinates emergency communication and engagement with the community during emergencies.* |
| **Local Emergency Coordinator** |  |  | *Example: Officer In Charge is the police representative who coordinates the civil emergency response.* |
| **Local Recovery Coordinator** |  |  | *Example: Is usually an Executive Director of community services at a local government responsible for coordinating the local recovery of a disaster or emergency.* |
| **Environmental Health** |  |  | *Example: Environmental Health Officers play a key role in advising of the safety of food and water environments. (include contact details and role for the LGA Environmental Health Officer)* |
| **Department of Primary Industries and Regional Development or other organistaion that supports the coordination of animal and livestock welfare** |  |  | *Example: DPIRD Hazard Management Agency (HMA) for emergency management of significant:*   * *animal pest or disease* * *plant pest or disease.*   *DPIRD has the role and responsibility for coordinating animal welfare services in emergencies as outlined in the State Support Plan - Animal Welfare in Emergencies*  *(include contact details and role for DPIRD if relevant to your community plan)*  *Include details of any organisation that coordinated the care for animals and livestock. Link to the activation process* |
| **Essential Services**  **(Water Corporation Horizon, Western Power or Synergy)** |  |  | *Example: List emergency management contacts for relevant essential services. Link to the activation process* |
| **Business Association** |  |  | *Example: Business Associations often have a significant contribution to make in response to an emergency or disaster event. (include contact details and role for business, associations and networks)* |
| **Primary Producers Association** |  |  | *Example: Often have a significant contribution to make in response to an emergency or disaster event. (include contact details and role for grower networks)* |
| **First Nations** |  |  | *Example: The National Close the Gap Agreement requires that the Aboriginal Peoples be included in Emergency Management planning. (include contact details and roles for key Aboriginal leaders, Elders and young people with community networks* |
| **Disability** |  |  | *Example: The National Disability Strategy 2020-2030 includes key targets for including people with disability in emergency management planning. (Include contact details and role for key disability leaders, representatives, services and young people with community networks)* |
| **Cultural groups** |  |  | *Example: Migrants and people who speak English as a second language may be at higher risk during emergencies and disasters.**(Include contact details and role for key multicultural leaders, representatives, services and young people with community networks)* |
| **Seniors** |  |  | *Example: Seniors may be at higher risk during emergencies and disasters.**(Include contact details and role for key senior representative stakeholders)* |
| **Young people** |  |  | *Example: May be at higher risk during or be a key asset in responding to emergencies and disasters.**(include contact details and role for young people representative stakeholders)* |
| **Volunteer coordination** |  |  | *Example: Managing emerging volunteers (spontaneous) will be a key component of your community plan; include contact details and role for volunteer coordination here. Link to the activation process* |
| **Charity Emergency Relief Network** |  |  | *Example: Emergency Relief networks are a group of local charity food and material aid providers. They often have some capacity to mobilise to support their impacted community. (Include contact details and the role for the chair of your local ER network). Link to the activation process* |

**Question 4 | Internal response team**

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| **Organisational Response Team** | **Name & position** | **Contact details** | **Role** |
| **Lead coordinator or manager** |  |  | *Example: Coordinates internal and external emergency response operations* |
| **External stakeholder liaison** |  |  | *Example: functions as an liaison between internal and external representatives* |
| **Work, Health & Safety coordinator** |  |  | *Example: Coordinates sharing of emergency warning updates to keep internal and external staff, volunteers and assets safe* |
| **Service delivery coordinator** |  |  | *Example #1: Provides advice and shares information regarding food, relief and support gaps*  *Example #2 Identifies and advises on existing tools and resources to strengthen emergency response support in line with established arrangements and community preferences* |
| **Logistics coordination** |  |  | *Example: Identifies and coordinates logistical arrangements for the receiving, storing and distribution of food and items in line with established arrangements and community preferences* |
| **Communications coordinator** |  |  | *Example: coordinates the promotion of information to services and community via established channels* |
| **Volunteer coordinator** |  |  | *Example: May coordinate and or provide advice on the coordination of established and emerging volunteer roles, utilising available resources and tools.* |

**Question 5 | Climate and disaster risk profile**

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| **Profile domain** | **Source** | **Summary information** |
| **Climate** |  | *Example: State, District or Local climate is warm and temperate. The winter months are much rainier than the summer months in Example Community. Which climate zone has the Köppen climate classification of temperate. This information should be available, shared and consistent with any state, district, community or organisational plans. Link to full document if relevant.* |
| **Disaster risk profile** |  | *Example: Earthquake, Bush fire, Cyclone, Human Pandemic and summary of potential likely impacts. Link to full document if relevant.* |
| **Previous disaster event** |  | *Example: Bushfire December 2022*  *COVID -19 (2021-22)*  *Link to full document if relevant* |

**Question 6 | Social, cultural and economic profile**

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| **Demographic domain** | **Current data** | **Proposed considerations** |
| **Food Stress Risk** | *Example: Use the* [*Food Stress Index*](https://public.tableau.com/app/profile/tim.landrigan/viz/WAFoodStressIndex/TheFoodStressIndex) *to determine your community’s current risk of food insecurity.* | *Example: Food stressed populations are at higher risk of disproportionate impact and will likely require targeted strategies for assessment and support over a longer recovery period. Link to targeted strategies for at-risk populations* |
| **Disability** | *Example: Numbers or Percentage population report need for assistance due to disability.* | *Example: People with disabilities are at higher risk at times of emergencies. Access important activation processes as they relate to supporting people with disability* ***here****.* |
| **Seniors** | *Example: Numbers or Percentage*  *seniors aged 70 to 84 and*  *elderly 85 and over* | *Example: Seniors are at higher risk at times of emergencies. Access important activation processes as they relate to supporting seniors* ***here*** |
| **First Nations Peoples** | *Example: Numbers or Percentage Aboriginal and Torres Strait Islanders People* | *Example: First Nations people may higher risk at times of emergencies. Access important activation processes as they relate to supporting people First Nations people* ***here*** |
| **Multi-Cultural** | *Example: Numbers or Percentage English as a second language* | *Example: People who speak English as a second language may be at higher risk during emergencies. Access important activation processes as they relate to supporting people who speak English as a second language* ***here*** |
| **Chronic health** | *Example: Numbers or Percentage people live with chronic health conditions.* | *Example: People with chronic health issues may be at higher risk during emergencies. Access important activation processes as they relate to supporting people who have chronic health issues* ***here*** |
| **Mental health** | *Example: Numbers or Percentage people reported having 1 or more mental health conditions.* | *Example: Disaster events may disproportionately impact people living with poor mental health.*  *Access important activation processes as they relate to supporting people who live with mental health challenges* ***here.*** |
| **Early years & primary years** | *Example: Numbers or Percentage babies and pre-schoolers 0-4 years and Primary schoolers 5-11 years* | *Example: Reducing the impact of disasters on children is an important consideration.*  *Access important activation processes as they relate to supporting children in the early years* ***here.*** |

**Question 7 | Assets**

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| *Assets will vary on the level of plan coordination, as identified in the examples.* |

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| **Asset Domain** | **Asset Description** | **Systems and Processes to Activate Asset** |
| **Social Assets** | *Example (Local Plan): Volunteers Coordination* | *Example:* [*Emergency Support Volunteering*](https://emergency.volunteer.org.au/) *portal and links to* [*Volunteering WA Resources and Fact Sheets*](https://www.volunteeringwa.org.au/resources/fact-sheets-and-guides)*. Access volunteer coordination process* ***here****.* |
| *Example (District and State Plan): Regional and state volunteer peak bodies and relevant committees* | *Example:* ***Link*** *to a document that lists and describe role for regional and state peak volunteering body and relevant committees (District Leadership groups and State SWEC- operations).* |
| **Community Assets** | *Example (Local Plan): Community or Neighbourhood Resource Centres* | *Example:* ***Link*** *to a document that lists and describe role for Community or Neighbourhood Resource Centres* |
| *Example (District and State Plan): District and State peak bodies, services and committees* | *Example:* ***Link*** *to a document that lists and describes role for regional and state peak bodies, services, committee’s and associations (District Leadership groups and State SWEC- operations)* |
| **Food Assets** | *Example (Local Plan): Business associations* | *Example:* ***Link*** *to a document that lists and describe role for business associations or owners.* |
| *Example (District and State Plan): District and State peak bodies, regional and state supermarkets, services and committees* | *Example:* ***Link*** *to a document that lists and describes role for regional and state peak bodies, supermarkets and services, committee’s and associations (District Leadership groups and State SWEC- operations).* |
| **Food Stress Index** | *Example (Local, District and State Plan): FSI used to estimate the types and quantities of emergency food required.* | *Example:* ***Link*** *to current FSI data and supporting tools* |
| **Material Aid Assets** | *Example (Local, District and State Plan): Food, material Aid, PPE, Clean up materials are identified and coordinated by CORE* | *Example:* ***Link*** *to internal CORE use guidelines and activation process* |
| **Logistics Assets** | *Example (Local, District and State Plan): Cold and Dry storage, meeting rooms and hot desk availability identified and coordinated by CORE* | *Example:* ***Link*** *to internal CORE use guidelines and activation process* |

**Question 8 | Identify emergency response gaps**

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| **Domain** | **Gap** | **Control measure** |
| **Logistics** | *Example****:*** *Limited cold and dry storage for emergency food supplies* | *Example: Partnership with warehousing business. Link to activation and contact details* ***here*** |
| **Human resource** | *Example (Local Plan): Volunteers require Food Handling Training* | *Example: Local Government Environmental Health Officer to provide free training. Access contact details for Environmental Health Officer* ***here*** |
| *Example (District and State Plan): Limited emergency food distribution capacity* | *Example:*  ***Link*** *to activation process to assess district and state partner distribution capacity.* |
| **Communications** | *Example (Local Plan): Limited capacity to send support information to community members* | *Example: Communications Officer can send social media posts on request. Access contact details for LGA Communications Officer* ***here*** |
| *Example (District and State Plan): Limited capacity to send support information to isolated communities* | *Example:* ***Link*** *to communications activation process to assess capacity of partner capacity to share information with isolated communities.* |

**Question 9 | Recovery transition and gaps**

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| *A note on Distinct Population Plans: When planning for a distinct population, please use the template provided in questions 9 and 10 of the Organisational Plan – this will ensure the plan identifies stand-down, recovery and financial management processes.* |

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|  | **Recovery Domain** | **Summary of activities/ identified gaps** | **Internal processes/ proposed response** |
| **Recovery communication** | **Short term recovery communication** | ***In line with the*** [***COMMUNICATING IN RECOVERY GUIDELINES State Emergency Management Committee Public Information Reference Group***](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/www.wa.gov.au/system/files/2022-09/Communicating-in-Recovery-Guidelines%20%E2%80%93%20SEMC%20Public%20Information%20Reference%20Group.pdf)***.*** *Summarise your process for transitioning to recovery.* | Link to relevant recovery transition process |
| **Medium term recovery communication** |  |  |
| **Long term recovery communication** |  |  |
| **Recovery support** | **Short-term recovery support** |  |  |
| **Medium-term recovery support** | *Example: National service has been providing emergency relief and financial counselling to impacted community. However, example national service is due to stand down on March 2023 which is expected to leave service emergency relief and financial counselling gaps within impacted community.* | *Example local service identified but requires additional funding to meet growth in demand.*  *Application to DRFA will include additional resourcing to example local service to meet additional demand.* |
| **Long-term recovery support** |  |  |

**Question 10 | Lessons Learned**

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| *While the WA Emergency Management Arrangements have established lessons learned and continuous improvement processes in place, these are often in isolation of broader community representation. This process is not designed to duplicate those established, but to strengthen arrangements outside and in addition to current Arrangements.* |

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| **Incident** | **Lesson Learned** | **Control Measure** |
| *Example: Bushfire December 2022* | *Example: The evacuation centre lost power.* | *Example: Several generators are listed on CORE; information on activation and internal guidelines for the use of CORE is linked* ***here****.* |
| *Example: People with diabetes and pre-diabetes were distributed emergency food boxes with inappropriate types and amounts of food.* | *Example:*   * *Use the available data to estimate the number of people with chronic health issues here* * *Use the Food Stress Index Tool to identify the types and amounts of food needed to pack the required number of boxes*   *Access activation process* ***here*** *and supporting FSI Tutorial resources* ***here****.* |
| *Example: Emerging (spontaneous) volunteers mobilised, collected and distributed inappropriate items.* | *Example:*   * *Media campaign to promote Emergency Support (Volunteers WA platform)* * *Media Campaign to promote appropriate donation pathways* * *Media Campaign for business and NFP to list items of scale on CORE*   *Access activation process* ***here*** *and supporting key messaging* ***here*** |