Planning template | Organisational Level Plan

**Purpose**

The purpose of this template is to provide a user-friendly format to outline procedures and resources available in an emergency event. This Plan should be developed with consideration to the **Disaster Resilience: Emergency Food Security Planning Guide** ,which is available on the WACOSS website. 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 includes:**

1. Identify the level of the Plan.
2. Identify the relevant emergency management arrangements.
3. Identify external contacts.
4. Identify internal response team.
5. Identify climate and disaster risk profile.
6. Identify Social, cultural and economic profile.
7. Identify and confirm available response assets.
8. Identify emergency response gaps.
9. Identify stand-down, recovery transition and financial record management processes.
10. Lessons learned and Business Continuity Planning.

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**Question 1 | Planning level**

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| **The template below is to support the development of an organisational 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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| **Title** | **Name** | **Contact details** | **Role** |
| **District Emergency Management Advisor** |  |  | *Example: District Emergency Management Advisors (DFES) are a key conduit across all activating organisations and a wide range of emergency management stakeholders across the community.* |
| **Department of Communities District Emergency Service Officer and/or Department of Communities Evacuation Coordinator** |  |  | *Example: Responsible for coordinating emergency relief and support plans and activating evacuation centres during disasters and emergencies (include contact details and role for the DESO).* |
| **Emergency Management Manager** |  |  | *Example: Emergency management managers sit within the LGA. They prepare plans and procedures for responding to emergency and disaster events. They also help lead the response during and after emergencies, often coordinating with public safety officials, elected officials, non-profit organisations, and government agencies (include contact details and role for the Emergency Management Manager).* |
| **Evacuation Centre Coordinator** |  |  | *Example: This is the Department of Communities person responsible for local emergency relief and support coordination and should be in a position to advise your service where your efforts are best utilised,* |
| **Local Recovery Coordinator** |  |  | *Example: Is the Executive Director of community services at a local government who has responsibilities for coordinating the local recovery of a disaster or emergency event.* |
| **Environmental Health Officer** |  |  | *Example: Environmental Health Officers play a key role on 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 (DPIRD) and other organisations that supports the coordination of animal and livestock welfare** |  |  | *Example: DPIRD is the Hazard Management Agency (HMA) for emergency management of significant:*   * *animal pest or disease* * *plant pest or disease.*   *Include contact details and role for DPIRD if relevant. Include details of any organisation that coordinated the care for animals and livestock. Link to the activation process* |
| **Volunteer Coordination** |  |  | *Example: Managing emerging (spontaneous) volunteers will be a key component of your organisational plan. Include contact details and role for volunteer coordination.* |
| **Local Emergency Relief Network Chair** |  |  | *Example: Emergency Relief networks are a group of charity food and material aid providers. They often have some capacity to mobilise support for impacted communities. (Include contact details and role for the Chair or coordinator of the relevant ER network).* |

**Question 4 | Internal response team**

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| **Organisational Response Team** | **Name** | **Contact details** | **Role** |
| **Lead coordinator or manager** |  |  | *Example: Coordinates internal emergency response operations* |
| **External stakeholder liaison** |  |  | *Example: Coordinates across internal and external representatives* |
| **Work, Health & Safety coordinator** |  |  | *Example: Coordinates sharing of emergency warning updates to keep staff, volunteers and assets safe* |
| **Service delivery coordinator** |  |  | *Example #1: Using FSI to determine the types and amounts of food needed, the composition of boxes via family size. # of boxes: Emergency Pantry Non-Perishable Food Basket: Rice-based + menu plan.*  *Example #2 Organisational implementation of Consent to Share processes* |
| **Logistics coordination** |  |  | *Example: Identifies and coordinates logistical arrangements for the receiving and delivery of food and items in line with established arrangements and community preferences* |
| **Communications coordinator** |  |  | *Example: Development and promotions of whole of life service and government entitlement referral pathways (this may be a simple flyer with the State Disaster Hotline number, encouraging impacted people to make contact)* |
| **Volunteer coordinator** |  |  | *Example: Development of processes to advise, recruit and coordinate internal or external volunteers using and promoting the* [*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) |

**Question 5 | Climate and Disaster Risk Profile**

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| **Domain** | **Link source** | **Summary** |
| **Climate, including Climate Zone** |  | *Example: State, District or Local climate is warm and temperate. The winter months are much rainier than the summer months in Example Community.* |
| **Disaster risk profile** |  | *Example: Earthquake, Bush fire, Cyclone, Human Pandemic.* |
| **Recent previous events** |  | *Example: Bushfire December 2022, COVID -19 (2021-22)* |

**Question 6 | Social, Cultural and Economic Profile**

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| **Domain** | **Description** | **Additional information** |
| **At risk populations** | *Example: Numbers or percentage of population considered at risk* |  |
| **Food Stress Index** | *Example: Use the* [*Food Stress Index*](https://public.tableau.com/app/profile/tim.landrigan/viz/WAFoodStressIndex/TheFoodStressIndex) *to determine food stress risk* | *Example: People living with food stress are at higher risk during emergencies* *and will likely require targeted strategies for assessment and support over a longer recovery period. Access targeted activation processes as they relate to supporting people living with food stress* ***here****.* |
| **Disability** | *Example: Numbers or percentage of population having disability* | *Example: People with disabilities are at higher risk at times of emergencies. Access targeted activation processes as they relate to supporting people with disability* ***here****.* |
| **First Nations** | *Example: Numbers or percentage of Aboriginal and Torres Strait Islanders People* | *Example: First Nations people may higher risk at during emergencies. Access important activation processes as they relate to supporting people First Nations people* ***here*** |
| **Cultural and language groups** | *Example: Numbers or percentage of 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 of people 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 conditions** | *Example: Numbers or percentage of people reported having one or more mental health conditions.* | *Example: People with mental health conditions may be at higher risk during emergencies. Access important activation processes as they relate to supporting people who live with mental health conditions* ***here*** |
| **Seniors** | *Example: Numbers or percentage of*  *seniors aged 65 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.*** |
| **Early & primary years** | *Example: Numbers or percentage of children aged 0-4 years and*  *5-11 years* | *Example: Children may be higher risk during emergencies. Access important activation processes as they relate to supporting children in the early and primary school years* ***here.*** |

**Question 7 | Assets**

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| **Asset Domain** | **Asset Description** | **Asset summary and link activation process** |
| **Social Assets** | *Example: 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: Community or Neighbourhood Resource Centres* | *Example: Summarise role for community or neighbourhood centres and link to activation processes* ***here.*** |
| *Example: Associations and groups with established networks with at-risk populations.* | *Example:* ***Link*** *to a document that lists relative associations, community groups and leaders, including how they can assist.* |
| *Community or Neighbourhood Resource Centres* | *Example:* ***Link*** *to a document that lists and describe role for Community or Neighbourhood Resource Centres.* |
| *Example: Business associations* | *Example:* ***Link*** *to a document that lists and describe role for business associations or owners.* |
| **Food Assets** | *Example: Local donating supermarket* | *Example:* ***Link*** *to a document that lists and describe role for a local supermarket who supports with food donations.* |
| **Material Aid Assets** | *Example: surplus material aid* | *Example:* ***Link*** *to document that describes how the organisation uses CORE to share surplus material aid items and how to list and access items here.* |
| **Logistics** | *Example: Surplus Dry and cold storage, commercial kitchens, meeting rooms and hot desking* | *Example:* ***Link*** *to document that describes how logistics assets are listed and accessed on CORE* |

**Question 8 | Emergency response gaps**

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| **Domain** | **Gap** | **Control measure** |
| **Logistics** | *Example:* Lack of warehousing to store bulk items | *Example: Partnership with local Men’s Shed for use of warehousing.*  *Access contact details for Men’s Shed Manager* ***here*** |
| **Human resource** | *Example: Volunteer require Food Handling Training* | *Example: Local Government Environmental Health Officer to provide free training. Access contact details for Environmental Health Officer* ***here*** |
| **Communication** | *Example: Limited capacity to send service information to community members* | *Local Government Communications Officer can send social media posts on request. Access contact details for LGA Communications Officer* ***here*** |

**Question 9 | Activation stand-down, recovery activities and financial record management**

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| **Stage** | **Identified process** | **Rational / explanation** |
| **Activation stand-down** | *Example: Stand down process is on the advice from the relevant controlling Hazard Management Agency* | *Example:* ***Link*** *to External and internal stand-down process, include communicating to Plan representatives and community of changes to organisational activities* |
| **Short term recovery** | *Example: Pre-purchased digital gift cards* | *Example: This service has access to emergency relief funds for the purchasing of gift cards for up to $2000 per week. Gift cards can be allocated as physical cards or digitally, depending on what’s needed. Link to activation process* ***here****.* |
| **Medium-term recovery** | *Example: Pre-cooked meals or health non-perishable food boxes* | *Example #1: This service has access to a network of volunteers with access to commercial kitchens that can mobilise 50 prep-cooked nutritional meals per day for up to 2 weeks.* ***Link*** *to activation process.*  *Example #2: This service has the capacity to produce 15 emergency food boxes that provides a nutritious food response for 3 days for up to 3 months.* ***Link*** *to activation process.* |
| **Long Recovery** | Example: N/A | *Example: This organisation is not funded and resourced for emergency response;* |
| **Financial record management and Cost resource recovery** | *Example #1: Internal financial record management processes*  *Example #2: State / Commonwealth processes National Disaster Recovery Funding Arrangements WA* | *Example #1:* ***Link*** *to your internal financial record management process here.*  *Example #2:* ***Link*** *to your cost recovery management process here (if available)* |

**Question 10 | Lessons learned and Business Continuity Planning**

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| **Name / Incident** | **Challenge of lesson learnt** | **Discussion and proposed resolution** |
| *Example: Bush fire 2022* | *Example: Community members were provided with food boxes but weren’t informed about State Disaster Payment entitlements* | *Example: All food boxes now include a flyer listing assessment and referral pathways and State Disaster Hotline* |
| **Domain** | **Person Responsible** | **Comment** |
| **Business continuity plan** |  | *Example: Summary of business continuity plan and link to full plan* |
| **Plan activation, review and update** |  | *Example:* ***Link*** *to Business Continuity Plan activation, review and update process* |

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| **Tool** | **Preparedness** | **Response** | **Recovery (short)** | **Recovery (medium)** | **Recovery**  **(long)** | **Internal access** |
| Community Organised Resource Exchange (CORE) | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | This link |
| WAConnect | 🗸 | 🗸 | 🗸 |  |  | This link |
| Food Stress Index | 🗸 | 🗸 | 🗸 |  |  | This link |
| Food Stress Index tutorials | 🗸 |  |  |  |  | This link |
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