

Quick Guide

Establish a project plan

Confirm the plan sponsor, appoint a project manager and develop the plan's purpose, audience, scope, aim, objectives, deliverables, timeline, responsibilities, resources and administration.

Establish a project team

Select a team that represents communities and entities involved and affected by the emergency plan. The team is responsible for endorsing, developing, and reviewing the emergency plan.

Communicate and consult throughout the process

To tailor the emergency plan, communicate and consult with the communities, entities and stakeholders who will be impacted.

Conduct a risk management study

Conduct a risk management study to understand the risks and consequences the emergency plan will be based on.

Develop strategies and arrangements

Scope what strategies and arrangements need to be considered in the plan e.g. other doctrine, national terminology.

Plan for uncertainty

Provide guidance for adaptive decision making within the emergency plan. Rigid emergency plans are less likely to cope with high levels of volatility, uncertainty, complexity and ambiguity.

Document and trial the plan

Structure the emergency plan to its purpose. Trial and review the emergency plan to test its effectiveness.

Endorsement of the plan

Emergency plans need to be endorsed by the person/s who have the authority to do so.

Implement the plan

Implement the plan through communication and education on arrangements, resource procurement, training and exercises.

Monitor and review the planning process and plan

Include arrangements for monitoring and reviewing the emergency plan and incorporating lessons as risks, priorities and culture can shift over time.

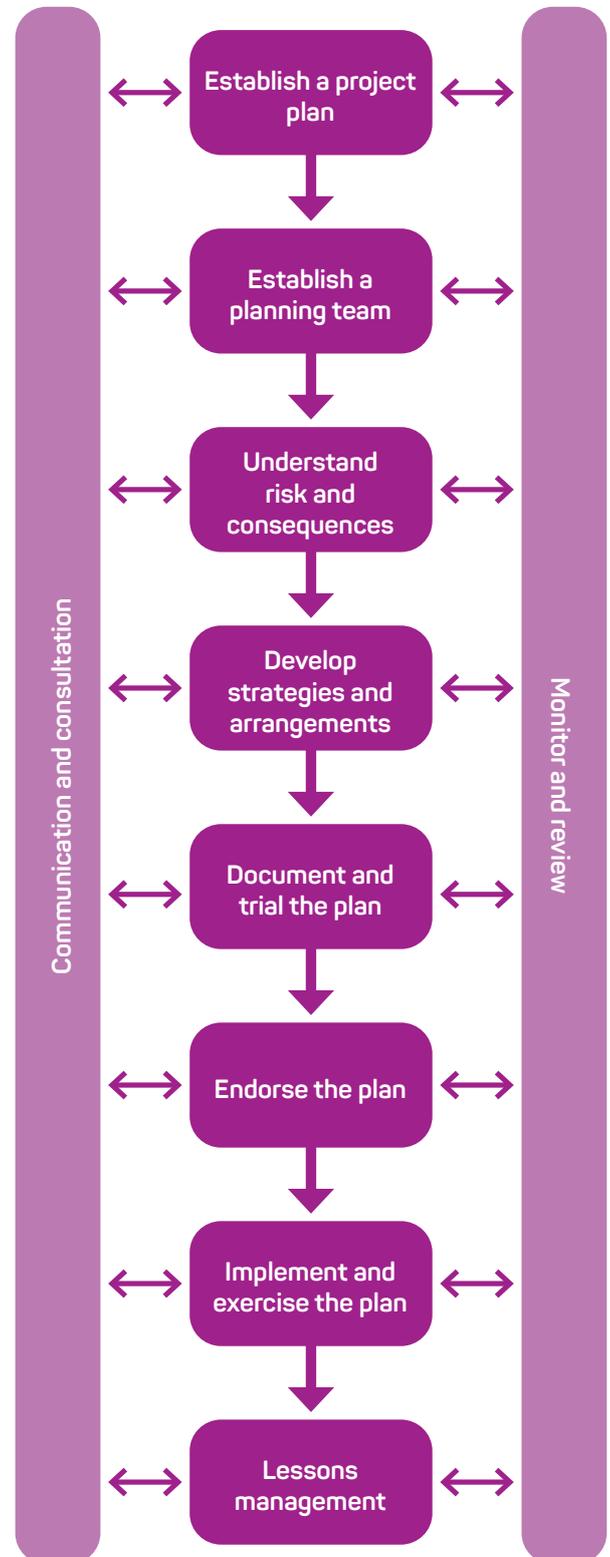


Figure 1. The emergency planning process

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Australian Government
National Emergency
Management Agency



Australian Institute for
Disaster Resilience

Take action

- Familiarise yourself with the emergency planning process diagram in **Figure 1**.
- Use [examples and emergency planning tools for households, business, local government and schools \(bit.ly/em-planning-tools\)](https://bit.ly/em-planning-tools)

More information

- [Emergency Planning Handbook](#) (AIDR 2020)
- [Emergency Planning Collection](#)
- [Community Engagement for Disaster Resilience Handbook](#) (AIDR 2020)
- [Community Recovery Handbook](#) (AIDR 2018)
- [Lessons Management Handbook](#) (AIDR 2019)
- [Managing Exercises Handbook](#) (AIDR 2017)