

Emergency Planning Handbook

Project Brief

Context	<p>AIDR is contracted by Emergency Management Australia (EMA) to manage the Australian Disaster Resilience Handbook Collection ('Handbook Collection').</p> <p>The Handbook Collection provides guidance on national principles and practices for disaster resilience.</p> <p>The Emergency Planning Manual (2004) is being reviewed in 2019-20.</p>
Purpose	<p>The purpose of the Emergency Planning Handbook ('the handbook') is to:</p> <ul style="list-style-type: none"> • be the authoritative and trusted source of knowledge of emergency planning in Australia • provide clarity on the nationally agreed principles of emergency planning in Australia • identify and promote the adoption of good practice in emergency planning • build interoperability between jurisdictions, agencies, businesses and community leaders by outlining common language and coordinated, nationally agreed principles • align national disaster resilience strategy and policy with emergency planning by informing and assisting jurisdictions, agencies and other organisations and individuals in the implementation and adoption of these plans.
Audience	<p>The intended audiences for the handbook are the people responsible for developing emergency plans, policies, capabilities and doctrine within their own jurisdictions, agencies, organisations, and communities. These agencies and organisations include Commonwealth, state, territory and local government departments, emergency management agencies and non-government organisations.</p> <p>The audience may also include community groups, educators, researchers, planners, businesses and the private sector that may also find content in the handbooks that will be of value to them.</p> <p>It is expected that international organisations involved in emergency planning and disaster resilience will also use the handbooks.</p>
Project description	<p>The project will draw on and complement current and ongoing activity in emergency planning and build on the capability and knowledge of organisations and individuals across the disaster resilience sector in Australia and internationally.</p> <p>A multidisciplinary expert reference group will inform the project and a content writer engaged.</p>



<p>Outputs</p>	<ol style="list-style-type: none"> 1. A project brief and project plan. 2. Engagement with and collaboration amongst the multidisciplinary reference groups and key stakeholders. 3. Environmental scan including needs assessment and gap analysis to inform handbook content and to reflect current good practice in emergency planning. 4. A published Emergency Planning handbook that will: <ul style="list-style-type: none"> • be published online with read, print, search and purchase functionality through the Australian Disaster Resilience Knowledge Hub and other AIDR websites. • be governed by a set of principles and guidelines to ensure compliance with the Australian Disaster Resilience handbook collection framework, policy and guidelines. • include a process for lifecycle management of the handbook. • include a framework for identifying and developing resources to support adoption and application of the handbook in practice. 5. Where need and value are demonstrated, companion tools will be identified and developed to provide additional guidance and support to the handbook in these circumstances. 6. National promotion of Emergency Planning handbook.
<p>Outcomes</p>	<p>The Emergency Planning handbook will be developed with current and relevant content that will be easily accessible and useful for anyone involved in or interested in emergency planning.</p> <p>The handbook will be recognised as a leading authoritative guidance in emergency planning for disaster resilience in Australia. It will be well-known and be referenced and form the foundation for development of more detailed, jurisdictional and agency relevant emergency management plans.</p> <p>The project will increase general awareness of good practice principles in emergency planning.</p>
<p>Project working groups</p>	<p>The AIDR Handbook Advisory Group will provide governance and guidance to the review of the handbook within the national disaster resilience handbook collection including guidance on scope, purpose and project delivery.</p> <p>Members of the Steering Committee and Working Group will be selected based on their skills, experience and sector or area of interest which their organisation represents.</p>



Key milestones	<table border="1"> <tr> <td>Project brief and scoping</td> <td>August-October 2019</td> </tr> <tr> <td>Project working group convened</td> <td>October 2019</td> </tr> <tr> <td>Working group feedback on scope and content</td> <td>October 2019</td> </tr> <tr> <td>Drafting and working group consultation</td> <td>October 2019-January 2020</td> </tr> <tr> <td>Working group and stakeholder final consultation</td> <td>February 2020</td> </tr> <tr> <td>Final drafting and review</td> <td>February-April 2020</td> </tr> <tr> <td>Submitted for sign off for publication</td> <td>April 2020</td> </tr> </table>	Project brief and scoping	August-October 2019	Project working group convened	October 2019	Working group feedback on scope and content	October 2019	Drafting and working group consultation	October 2019-January 2020	Working group and stakeholder final consultation	February 2020	Final drafting and review	February-April 2020	Submitted for sign off for publication	April 2020	
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Related documents	<p> Emergency Planning Manual, AIDR 2004 Australian Emergency Management Arrangements, AIDR 2019 National Strategy for Disaster Resilience, COAG 2011 National Disaster Risk Reduction Framework, Commonwealth Department of Home Affairs 2018 Profiling Australia's Vulnerability, Commonwealth Department of Home Affairs 2018 Guidance for Strategic Decisions on Climate and Disaster Risk Reduction, Commonwealth Department of Home Affairs 2018 Australian Disaster Preparedness Framework, Commonwealth Department of Home Affairs 2018 Red Cross Preparing for Emergencies, https://www.redcross.org.au/prepare AS 3745-2010 Planning for emergencies in facilities National Gender and Emergency Management Guidelines, GAD Pod 2016 Commonwealth, state and local emergency plans Related AIDR Handbooks: Evacuation Planning, AIDR 2017 Tsunami Emergency Planning in Australia, AIDR 2018 Communities Responding to Disasters: Planning for Spontaneous Volunteers, AIDR 2018 Managing Exercises, AIDR 2017 Lessons Management, AIDR 2019 <i>Please add other resources to be considered in the review process.</i> </p>															
About AIDR	<p> AIDR is a disaster resilience knowledge centre. We develop, maintain and share knowledge and learning to support a disaster resilient Australia. We work with government, communities, non-government organisations, not-for-profits, research organisations, education partners, and the private sector to enhance disaster resilience through innovative thought leadership, professional development and knowledge sharing. </p> <p> AIDR is funded by the Commonwealth Department of Home Affairs through Emergency Management Australia and supported by its partners, AFAC, Australian Red Cross and BNHCRC. </p>															
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