



Companion Guide to the Toolkit for Equitable Emergency Management

Integrating Intersectional Gender Analysis into
Hazard Risk and Vulnerability Assessments for
Local Authorities

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Part I: About this Resource

Introduction

In the field of emergency management, understanding and addressing the unique needs and vulnerabilities of diverse communities is essential for creating effective and inclusive disaster management strategies. "A Toolkit for Equitable Emergency Management," provides practical guidance on incorporating intersectional gender analysis into Hazard, Risk, and Vulnerability Assessments (HRVAs).

Applying intersectional gender analysis ensures that emergency management strategies are informed by a comprehensive understanding of how various social identities and factors influence individuals' experiences and vulnerabilities during disasters. By doing so, it helps develop targeted interventions that address the specific needs of those most likely to be disproportionately affected by hazards and emergencies.

By using the Toolkit, those responsible for emergency management can create more inclusive, equitable, and effective strategies that enhance community resilience and ensure no one is left behind in times of crisis.

What to Expect from the Toolkit

The Toolkit supports the incorporation of intersectional gender analysis (IGA) into HRVAs (or similar¹) for local authorities². It recognizes that communities may have varying resources, templates, and tools for conducting HRVAs. The Toolkit is not a replacement for the resources already available or a guide on how to conduct an HRVA. Nor is it a replacement training on intersectional gender analysis. Instead, it is meant to complement existing resources to help municipalities and local authorities apply IGA to their HRVAs.

We acknowledge that not all of us have had the opportunity to deeply explore intersectional gender analysis in emergency management. However, we understand the importance of considering diverse perspectives and experiences in our hazard assessments to create more inclusive and effective emergency management strategies.

This resource aims to provide guidance and support to help all community employees navigate the complexities of intersectional gender analysis in an HRVA. We understand that examining how social identities - including gender norms, roles, expectations, and relations - shape hazard impacts and may feel unfamiliar or challenging for some. This is especially true if we don't have a strong understanding of gender dynamics and intersecting identity factors.

The Toolkit is not about critiquing gaps or expecting everyone to become experts overnight. Instead, it provides practical tools and resources to help us develop a deeper understanding

¹ Communities may use different names for similar risk assessment processes, such as Hazard Identification and Risk Assessment (HIRA) or Disaster Risk Assessment. When referring to HRVA in this document, it includes these and other similar processes.

² For the purpose of this toolkit, when "local authority/authorities" is used, it includes municipalities, regional districts, unincorporated communities, and respective First Nations, Metis, and Inuit communities. The term 'communities' may also be used to capture the intent of local authority/municipality.

of how various social identities intersect and influence differential impacts and experiences related to hazards.

We recognize that there may be pushback or resistance to incorporating intersectional gender analysis into our hazard impact assessments. However, we believe that by working together and approaching these concepts with openness and humility, we can create more inclusive HRVAs that better serve all members of our respective communities. This is a community-wide process that requires the political buy-in, support, and involvement at all levels of a municipality or local authority, demanding coordinated and collaborative efforts from all departments.

We encourage you to engage with this resource, ask questions, seek clarification, and share your insights and experiences with one another. Together, we can continue to learn and grow, ensuring that our strategies are informed by the diverse needs and realities of those we serve.

How to Use the Toolkit and Companion Guide

This resource is designed to be flexible and accessible and is divided into two documents: the Toolkit and the Companion Guide. This structure accommodates varying levels of time, capacity, and familiarity with intersectional gender analysis and HRVAs. Each part can be reviewed independently, allowing you to engage with the content at your own pace and comfort level.

The Companion Guide

About this Resource:

- This section provides a comprehensive introduction and overview of the project, including the business case for intersectional gender analysis. It sets the stage for understanding the purpose, objectives, and scope of the work, offering essential context for the subsequent sections.

Overview of HRVAs and Intersectional Gender Analysis:

- This section provides an overview of HRVAs and the principles of intersectional gender analysis. It explains why integrating IGA into HRVAs is crucial for developing inclusive and effective emergency management strategies.

Accompanying Resources and Appendices:

- This section contains supplementary materials, including detailed information on the project background, additional resources, and templates. It is intended for those who want to gain a deeper understanding of the project's theoretical foundations and context. It also includes detailed "Questions to Consider" for applying intersectional gender analysis.

The Toolkit

- The Toolkit offers practical guidance and tools for implementing IGA throughout an HRVA. It includes suggestions, questions to consider, and emerging practices designed to support you in applying IGA in various contexts.
- The Toolkit is divided into various components which can be applied to an HRVA.

Combined, these documents are a resource that can be tailored to meet your specific needs and level of expertise in intersectional gender analysis. Regardless of your starting point, this resource provides the guidance needed to enhance your emergency management practices and ensure they are inclusive and effective.

Roadmap

To guide you through the Toolkit, Companion Guide, and the various actions needed to complete the HRVA process, the following steps are recommended:

1. Initial Preparation (Companion Guide):

- **Familiarize Yourself:** Start with the Introduction in the Companion Guide to understand the purpose, objectives, and scope of the Toolkit. Review the business case for incorporating intersectional gender analysis.
 - **Set Clear Goals:** Outline your goals and what you aim to achieve by incorporating IGA into an HRVA. Ensure these align with the principles of inclusivity and equity.
-

2. Understanding Key Concepts (Companion Guide):

- **Review HRVAs and IGA Overview:** Read through the overview in the Companion Guide to grasp the fundamental concepts and importance of integrating IGA into HRVAs.
 - **Identify Key Partners and Stakeholders:** Note who should be involved in the process (e.g., community members, experts, local authorities).
-

3. Toolkit Engagement:

- **Step-by-Step Guidance:** Use the Toolkit's detailed process to guide your actions. Each section provides practical tips and key questions to consider.
 - **Documentation and Templates:** Templates (placed in the [Appendices of the Companion Guide](#)) are available for each section. Keep a detailed record of your findings and decisions at each stage. This will help in reviewing and refining your approach.
-

4. Continuous Reference and Review (Companion Guide):

- **Resources and Appendices:** Regularly refer to the [resources and appendices](#) in Part 3 of the Companion Guide for in-depth information and additional guidance.
 - **Consultation and Feedback:** Engage with community members, partners, and stakeholders continuously to gather feedback and ensure inclusivity.
-

5. Implementation and Monitoring:

- **Develop and Implement Strategies:** Based on your HRVA, develop targeted risk reduction strategies and implement them.
 - **Monitor and Evaluate:** Set up a system for monitoring and evaluating the effectiveness of your strategies. Adjust as needed based on feedback and new data.
-

6. Ongoing Learning and Adaptation:

- **Stay Updated:** Keep updated on new developments in IGA and HRVAs to continually improve your approach.
 - **Share Learnings:** Document your learnings and share them with your team and other partners and stakeholders to foster continuous improvement.
-

Practical Tips:

- **Break Down Tasks:** Tackle the Toolkit one section at a time rather than trying to complete everything at once.
- **Team Collaboration:** Work with your team and other departments in your agency to divide tasks and collaborate on different sections of the Toolkit.
- **Regular Check-Ins:** Schedule regular check-ins to discuss progress, challenges, and insights.
- **Flexibility:** Be flexible and willing to adapt your approach as you gather more information and feedback.

By following this roadmap, you will be able to navigate the Toolkit and the Companion Guide effectively and ensure that your HRVA process is inclusive, equitable, and thorough. Each action point is designed to guide you through the process, creating a cohesive and comprehensive approach to emergency management.

Project Background

In Canada, emergency management has traditionally been based on military command and control structures, which are predominantly male dominated. This historical framework has often excluded marginalized and underrepresented groups from planning efforts, resulting in a lack of comprehensive and inclusive emergency management strategies.

Example

Research and historical data indicate that gender-based violence (GBV) often increases during and after disasters, showing different impacts on various groups. Disasters make existing vulnerabilities and inequities worse, with women and girls being disproportionately affected. Despite this, GBV is frequently overlooked in the emergency management cycle, including mitigation, preparedness, response and recovery. Traditional emergency management frameworks often prioritize immediate physical needs such as food, shelter, and medical care, neglecting the critical issue of GBV.

HRVAs identify an entity's risks and vulnerabilities to hazards. These assessments are often conducted by those responsible for emergency management, with limited community engagement or input from those most affected. To effectively assess the intersecting vulnerabilities within communities, it is crucial for emergency managers to incorporate intersectional gender analysis. This approach ensures that diverse perspectives and community needs guide the planning process.

An HRVA, viewed through an intersectional lens and applied within the context of municipal and local emergency planning, should adhere to the following principles:

- Be community and region based.
- Incorporate local and Indigenous Knowledge, supplemented by emergency practitioners.
- Take a participatory and collaborative approach.
- Employ an all-hazards approach.

While not yet uniformly integrated across Canada, intersectional gender analysis is increasingly recognized as the preferred method for understanding and addressing the diverse impacts of disasters. Incorporating this approach is critical for identifying community risks and vulnerabilities, particularly for those most likely to experience disproportionate impacts. Using intersectional gender analysis can ensure that emergency management efforts are equitable and prevent further harm to those most at risk during disasters.

An intersectional approach was used in the development of the Toolkit. More information on Project Methodology can be found in [Appendix B](#).

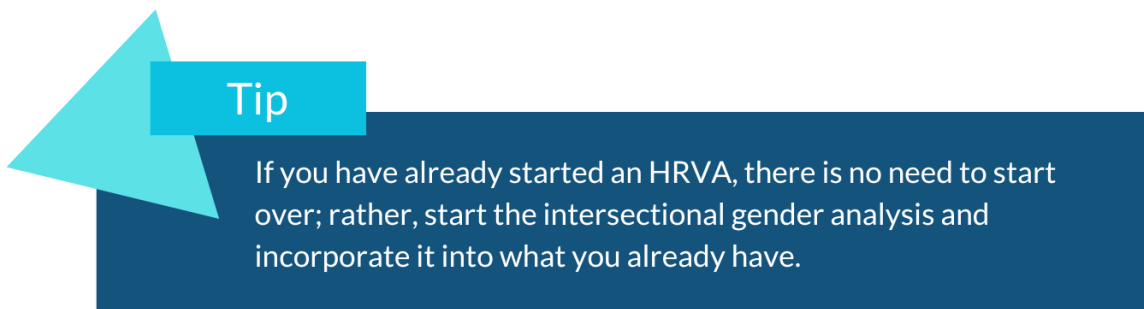
Toolkit Objectives

The Toolkit offers a pathway for local authorities to effectively consider and integrate the needs of community members, enabling the creation of comprehensive emergency management strategies throughout the disaster management cycle. The Toolkit will:

- Complement existing resources on HRVAs.
- Integrate IGA considerations into HRVAs.
- Empower local authorities and those responsible for emergency management to work in partnership with respective communities.

The Toolkit encourages transformative approaches³ through intersectional gender analysis, advocating for inclusive and equitable emergency management strategies. However, it is only one component of a larger process that demands dedication, commitment, and a layered approach across the emergency management sector.

Achieving meaningful change requires ongoing effort, collaboration, and a willingness to integrate these principles into all facets of emergency management.



Tip

If you have already started an HRVA, there is no need to start over; rather, start the intersectional gender analysis and incorporate it into what you already have.

Making the Case for Intersectional Gender Analysis

In today’s complex and rapidly changing world, the effectiveness of emergency management strategies is paramount. Integrating intersectional gender analysis into these processes offers a comprehensive approach that can significantly enhance the efficacy and efficiency of emergency management. There is immense value in incorporating IGA into the HRVA process and emergency management practices. The table below highlights the benefits of applying IGA to the HRVA process, in turn supporting emergency management throughout the community.

Strategic Objectives	Core Feature	Outcomes and Benefits
Enhanced Risk Assessment and Mitigation	Comprehensive Understanding	<ul style="list-style-type: none"> ● Nuanced understanding of vulnerabilities and capacities ● More accurate risk assessments
	Targeted Interventions	<ul style="list-style-type: none"> ● Tailored emergency plans ● Efficient resource allocation ● Reduced overall risk and potential damage
Operational Efficiency and Effectiveness	Resource Optimization	<ul style="list-style-type: none"> ● Effective resource deployment ● Minimizing waste
	Improved Planning	<ul style="list-style-type: none"> ● Detailed and effective emergency plans ● Better-prepared organizations and communities

³ Transformative approaches involve strategies that fundamentally reshape how systems operate by integrating gender equity and intersectionality. These practices aim to challenge and change the underlying social norms, power structures, and inequalities that contribute to differential impacts during disasters. By incorporating gender transformative practices, emergency management efforts not only respond to immediate hazards but also promote long-term resilience and inclusivity.

Compliance and Accountability	Regulatory Requirements	<ul style="list-style-type: none"> • Ensures continued funding and support
	Transparency and Accountability	<ul style="list-style-type: none"> • Clear framework for decision-making • Enhances transparency and accountability
Community Trust and Engagement	Building Trust	<ul style="list-style-type: none"> • Commitment to understanding needs
	Enhanced Community Engagement	<ul style="list-style-type: none"> • Fosters cooperation • Culturally sensitive plans • Plans likely to be supported
Improved Outcomes and Resilience	Better Outcomes	<ul style="list-style-type: none"> • Health, safety, and economic outcomes
	Increased Resilience	<ul style="list-style-type: none"> • Quicker recovery • Reduced long-term impacts
Reputation and Leadership	Thought Leadership	<ul style="list-style-type: none"> • Reputation as an innovator
	Stakeholder Confidence	<ul style="list-style-type: none"> • Increases confidence among stakeholders
Financial Justification	Cost-Benefit Analysis	<ul style="list-style-type: none"> • Potential cost savings
	Risk Reduction	<ul style="list-style-type: none"> • Prevents costly damage • Reduces financial burden

Part II:
Overview of HRVAs and
Intersectional Gender Analysis

Hazard Risk and Vulnerability Assessment

What is an HRVA?

A Hazard Risk and Vulnerability Assessment is the process of identifying and analyzing a community's risks and vulnerabilities to hazards. This helps determine their exposure and resilience to disasters and emergencies. The process involves collecting and analyzing both qualitative and quantitative information on potential hazards and the conditions to which a community is exposed. It also considers various vulnerability factors that, when combined, could lead to loss or harm to people, property, services, infrastructure, livelihoods, and the environment.

Quantitative data is information that can be measured. It is numbers-based and can tell us information on how many, how much, or how often.

Qualitative Data is data that cannot be measured. It tells us information on the experiences of others such as how different groups of people experience hazards differently.

Why is it Important?

To plan for emergencies and reduce the potential impacts of hazards, communities need to understand what they are planning for and how people may experience those impacts. An HRVA can help communities prevent, mitigate, plan

and prepare for, respond to, and recover from a wide range of hazards. It helps determine which hazards are likely to occur, how those hazards will potentially impact the community, and what actions can reduce the impact and prevent harm.

An HRVA that uses an intersectional approach considers all applicable hazards, the potential impacts, and associated risks and vulnerabilities. This can inform the design of policies, initiatives, and investments that reduce risk. To reduce risk and increase resilience to disasters, communities need to identify and analyze the hazards and risks that could impact them as a starting point for planning efforts.

An intersectional HRVA⁴ provides a holistic approach that considers the unique experiences and vulnerabilities of the community and its members, offering a more accurate picture of risk. It involves examining how various intersecting identities and social factors - including gender, race, ethnicity, age, disability, socioeconomic status - shape people's experiences of and vulnerabilities to hazards and disasters. Using an intersectional approach ensures an HRVA is tailored to the unique community, effectively identifies hazards and associated risks, and develops strategies to reduce risk and build community resilience, particularly for those who are impacted the most.

How Can an HRVA Be Used?

HRVAs can be used to inform a wide range of policies, legislation, municipal/local authority plans and initiatives, and budgets, including but not limited to:

⁴ Please note: Effective and accurate HRVAs will use an intersectional approach, therefore references to HRVA's throughout the Toolkit pertain to intersectional HRVA.

1. Emergency planning and initiatives through the entire disaster management cycle including:
 - a. Prevention- fire safety regulations, vaccination programs, preventing deforestation etc.
 - b. Mitigation- early warning systems, forest management, flood barriers and levees, etc.
 - c. Preparedness- evacuation plans, training and exercises involving the community, stockpile of emergency supplies, etc.
 - d. Response- responding to a hazard event and knowing where the most vulnerable communities are and where to respond first.
 - e. Recovery- centering the needs of the most vulnerable community members in recovery plans, ensuring equitable recovery initiatives.
2. Municipal/local authority planning and development, including land use decisions, building codes, bylaws, and policies. This can help guide municipal planners to deter or refuse development in hazard zones without adequate mitigation measures in place.
3. Community plans including recreation programs, centres, and facilities.
4. Planning social service programs- the HRVA can help identify communities that are more vulnerable to disasters, thereby aiding in the planning of social service programs to reduce vulnerability.
5. Infrastructure planning- Capital projects and mitigation works (roads, berms, dikes, coastal defence structures, etc.).

Intersectional Gender Analysis

What is Intersectional Gender Analysis?

Intersectional gender analysis is an equity framework utilized in policy development and decision-making. It goes beyond sex and gender to consider intersecting social identities such as age, race, ethnicity, socioeconomic status, and other factors (see Figure 1). By incorporating IGA, those responsible for emergency management can better understand how emergencies and their responses may impact different groups within a community. This approach helps to identify potential gaps, vulnerabilities, and inequities that may otherwise be overlooked, allowing for more inclusive and effective emergency management strategies. Practitioners can tailor their responses to better meet the needs of individuals and communities, ultimately enhancing the resilience and responsiveness of emergency management efforts.

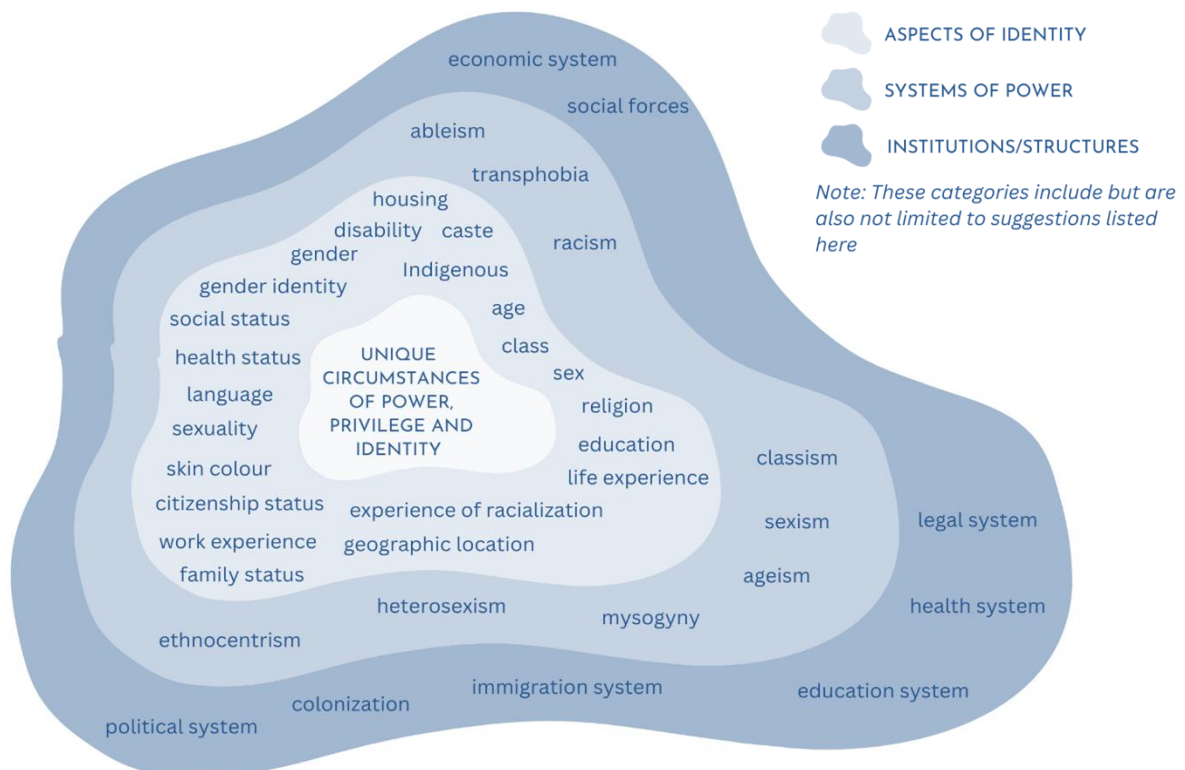
Why Does Intersectional Gender Analysis Matter?

Intersectional gender analysis is vital in emergency management because it provides a comprehensive understanding of how and why emergencies impact diverse populations. Historically, emergency management in Canada has lacked gendered considerations in emergency management practices and has not adequately addressed the diverse needs and vulnerabilities of different populations.

By including sex, gender, and other social identities, we can understand how people may experience systems of power and/or oppression and address these challenges throughout all phases of emergency management. This nuanced approach helps emergency managers uncover hidden vulnerabilities and disparities, ensuring strategies are tailored to the unique needs of individuals and communities. Intersectional gender analysis enhances the inclusivity and effectiveness of emergency management efforts and fosters resilience by addressing underlying inequities. Integrating IGA is essential for promoting equity, responsiveness, and the overall well-being of affected populations during crises.

In emergency management, intersectional gender analysis isn't just a strategic choice; it's rooted in ethics and inclusivity. Recognizing the diverse identities within communities shows a commitment to equity and justice. This approach is practical too - by considering intersecting factors, intersectional gender analysis helps emergency managers reduce harm, save time, and save money, ultimately improving outcomes for everyone involved during disasters.

Figure 1: Depiction of intersectionality⁵



⁵ Image is adapted from the Canadian Research Institute for the Advancement of Women (2021). Feminist Intersectionality. Canadian Research Institute for the Advancement of Women

Note

Multiple forms of oppression intersect, creating unique and varied experiences of discrimination. These multiple forms of oppression are simultaneous and cannot be separated from their experiences of sex- and/or gender-based discrimination.

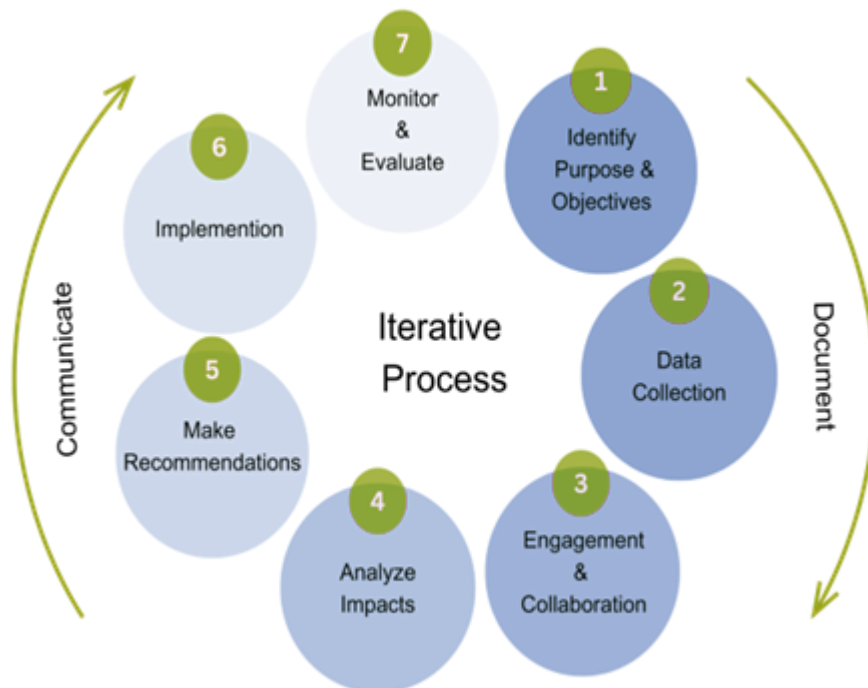
Intersectional Gender Analysis and HRVAs

At its core, intersectional gender analysis seeks to uncover and address the underlying inequities and disparities within policies, programs, and services. By incorporating IGA into emergency management practices, we can gain a more comprehensive understanding of how hazards and emergencies impact different groups within our communities.

Intersectional gender analysis provides a framework⁶ for systematically analyzing initiatives to identify potential biases, gaps, and unintended consequences. It helps recognize and address the unique needs and vulnerabilities of diverse populations, ensuring that emergency management strategies are inclusive, equitable, and responsive to the realities of those we serve.

While steps may overlap, the general framework for intersectional gender analysis is as follows:

Figure 2 - Intersectional Gender Analysis Cycle



⁶ Please refer to WAGE's website for more information and training on intersectional gender analysis or GBA Plus (<https://www.canada.ca/en/women-gender-equality.html>)

In the context of HRVAs, intersectional gender analysis is fundamental in identifying and mitigating the risks posed by hazards and vulnerabilities within communities. It empowers practitioners to examine how emergencies affect various populations and can uncover hidden vulnerabilities and disparities that might otherwise go unnoticed. An HRVA is context specific, focusing on a particular space or community, and should be informed through community engagement. This comprehensive understanding allows for the development of targeted strategies that address the unique needs of individuals and communities, ultimately enhancing the overall effectiveness of emergency management efforts.



Community engagement plays a central role in HRVAs, ensuring that emergency management strategies are informed by local knowledge, priorities, and resources. By actively involving community members in the assessment process, HRVAs can foster trust, ownership, and collaboration, leading to more sustainable and impactful interventions. Additionally, community engagement in HRVAs facilitates the co-creation of solutions that address immediate and contribute to long-term resilience and empowerment within affected communities.

Part III:
Accompanying Resources and
Appendices

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Resources

Guidelines

- Canadian Women's Foundation (2022). Anti-racist intersectional research guidelines. https://canadianwomen.org/wp-content/uploads/2023/09/CWF_Anti-Racist_Intersectional_Research_Guidelines_EN_final.pdf
- CMNCP (2022). Practitioner Guide: Community Consultations for Crime Prevention and Community Safety & Well-Being Plans. Available at: www.safercities.ca/evidence-on-crime-prevention
- The Australian Disaster Resilience Hub has various resources and handbooks <https://knowledge.aidr.org.au/collections/handbook-collection/>
- Wright, J., Bogdan, E., Hamilton, S., Krueger, R., & Andrey, J. (2022). Inclusive Resilience: Reducing Disaster Risks for Canadians. Waterloo, Ontario: Partners for Action, University of Waterloo. <https://uwaterloo.ca/inclusive-resilience/sites/default/files/uploads/documents/crc-p4a-finalreport-en.pdf>

HRVA Templates

- FEMA has various resources and templates <https://www.fema.gov/emergency-managers/risk-management/hazard-mitigation-planning>
- Saskatchewan Hazard Vulnerability Risk Analysis Toolkit for Communities: <https://publications.saskatchewan.ca/#/products/123374>

Reports

- Arnstein, S. (1969.) *A ladder of citizen participation*. Journal of the American Planning Association, 35(4), 216–224. <https://doi.org/10.1080/01944366908977225>
- Climate Change, Intersectionality, and GBA+ in British Columbia Summary Report. https://www2.gov.bc.ca/assets/gov/environment/climate-change/adaptation/resources/climate_change_gba_in_bc_summary_report.pdf
- Global Facility for Disaster Reduction and Recovery (2017). *Disability Inclusion in Disaster Management*. https://www.gfdr.org/sites/default/files/publication/GFDRR%20Disability%20inclusion%20in%20DRM%20Report_F.pdf

Tools

- British Columbia (BC) has an online HRVA tool for local authorities in BC: <https://www2.gov.bc.ca/gov/content/safety/emergency-management/local-emergency-programs/establishing-an-emergency-program/assessment-analysis>
- FEMA: Activities to Reduce Risk <https://www.fema.gov/emergency-managers/risk-management/hazard-mitigation-planning/risk-reduction-activities>

- Fraser Health North's interactive community health and climate change vulnerability map.
<https://vch.maps.arcgis.com/apps/webappviewer/index.html?id=f804a762799f42a8a974664e8c3311f2>
- Government of Ontario - Hazard Identification and Risk Assessment (HIRA) Resources <https://www.ontario.ca/page/emergency-management-program-resources#section-5>
- Intersectionality Job Aid: A Guide to Applying an Intersectional Lens/Mindset to your Gender-based Analysis Plus (GBA Plus) <https://women-gender-equality.canada.ca/gbaplus-course-cours-acspplus/assets/modules/job-aid-EN.pdf>
- JIBC Hazard Risk Analysis <https://cdrp.jibc.ca/resources/hazard-and-resiliency-tools-resources/hazard-risk-analysis-hra/cid/>
- Public Safety Canada, National Risk Profile
<https://www.publicsafety.gc.ca/cnt/mrgnc-mngmnt/ntnl-rsk-prfl/index-en.aspx>
- United Nations Office for Disaster Risk Reduction, National Disaster Risk Assessment:
https://www.unisdr.org/files/52828_nationaldisasterriskassessmentpart1.pdf

Appendix A - Glossary of Definitions

- **Community:** Specific geographic area, such as a local authority or municipality, or people who are connected through shared governance, cultural heritage, and land, such as Indigenous Peoples (First Nations, Metis, Inuit). Additionally, it includes groups of individuals who are linked by shared social identities, values, or interests, regardless of their physical location. This definition recognizes the diversity of connections that bind individuals together, whether through place, culture, or common social experiences and identities.
- **Community Vulnerability:** The degree to which a community is susceptible to harm, damage, or disruption in the face of various hazards or emergencies. This vulnerability encompasses a range of factors including social, economic, environmental, ecological, cultural, and infrastructural aspects that influence a community's ability to mitigate, prepare for, respond to, and recover from disasters.
- **Hazard Risk and Vulnerability Assessment (HRVA):** A comprehensive evaluation process used to identify, analyze, and prioritize potential hazards, assess the risks they pose to a community or organization, and determine the vulnerabilities that could exacerbate the impact of these hazards. May also be known as a Hazard Identification and Risk Assessment (HIRA), Disaster Risk Assessment, or similar.
- **Intersectional:** The complex, cumulative way in which the effects of multiple forms of discrimination (such as racism, sexism, and classism) combine, overlap, or intersect especially in the experiences of marginalized individuals or groups.
- **Intersectional Analysis (IGA):** A framework or lens for understanding how various social categories like race, gender, class, sexuality, and disability interact to create unique experiences of discrimination and privilege (also refer to definition on Gender-Based Analysis Plus).
- **Gender-Based Analysis Plus (GBA Plus):** An intersectional gender analysis that goes beyond biological (sex) and socio-cultural (gender) differences to consider other factors, such as age, disability, education, ethnicity, economic status, geography (including rurality), language, race, religion, and sexual orientation in project/program/policy design, development, and implementation. An example in emergency management is applying GBA Plus to ensure recovery efforts are reaching those most impacted by an event.
- **Social vulnerability:** Social vulnerability specifically focuses on the societal dimensions of vulnerability, particularly the susceptibility of certain groups or communities with intersecting identify factors (race, ethnicity, gender, age, ability, income, class, health etc.), to the impacts of hazards or disasters. It considers factors such as socioeconomic status, access to resources, demographic characteristics, cultural dynamics, and institutional capacity, highlighting how social inequalities and disparities can magnify the effects of disasters on marginalized or disadvantaged populations.

- Vulnerability: Vulnerability refers to the degree to which a system, community, or individual is susceptible to experiencing harm or damage from a hazard or stressor. It encompasses various factors including physical, social, economic, cultural, and environmental conditions that influence the ability of a system to withstand or recover from adverse events. It relates to the potential for adverse impacts from hazards or disasters.

Appendix B - Project Methodology

The Toolkit was developed in partnership with emergency management practitioners, Equity, Diversity, and Inclusion (EDI) specialists, and community-based organizations to ensure it is inclusive, relevant, useful, and sector-specific. Key methods of engagement included the formation of a Sector Advisory Committee, which provided critical expertise and guidance throughout all phases of the Toolkit's development. Additionally, a comprehensive survey was disseminated widely to emergency management practitioners and federal, provincial, and territorial organizations involved in disaster and emergency response across Canada.

Intersectional Gender Analysis Perspective

Throughout the development of the Toolkit, the IGA framework was applied to ensure that the diverse experiences and needs of community members were thoroughly considered. IGA is integrated throughout this project:

- As part of the foundation for research and data collection to develop the Toolkit.
- As part of the practical guidance taken to develop specific sections on how to apply intersectional gender analysis in relation to HRVAs.

Details on how this was achieved are outlined in the Toolkit development process below.

Toolkit Development

A key goal of this project was to develop the HRVA Toolkit with an IGA perspective. To achieve this, the project team employed a systematic process to ensure that the Toolkit is inclusive and responsive to the sector's diverse needs. This process included the following steps:

- Defining the primary objectives of the project and identifying the target audience.
- Identifying assumptions about the use and implementation of both HRVAs and intersectional gender analysis in relation to emergency management.
- Gaining a high-level overview of the emergency management sector through comprehensive research.
- Developing a survey in collaboration with the Sector Advisory Committee (SAC) to gather data from a wide range of participants. The survey included respondents with diverse experiences and geographic locations.

The findings from the data analysis highlight several key themes regarding the state of intersectional gender analysis integration in emergency management, especially within the context of HRVAs. Recommendations for improvement, such as increased training and awareness, enhanced resourcing, and improved communication strategies, were identified as opportunities for increased understanding and capacity development.

The survey findings revealed a critical gap in training, education, and awareness regarding IGA within the field of emergency management, particularly in relation to HRVAs. The lack of training, education, and awareness contributed to lack of buy-in not only from leadership but also from emergency managers themselves. Competing priorities and the perception of

additional workload associated with IGA have created unintentional barriers. Some respondents who believe in and understand the value of IGA within emergency management expressed concerns about lacking the technical skills, capacity, time, or budget to implement it. Additionally, those who did not understand or know how to implement IGA were the most critical of it.

The Toolkit is part of a series of progressive projects sponsored by the Canadian Women's Foundation, in partnership with The Canadian Municipal Network on Crime Prevention. It aims to build capacity and transform the landscape of emergency management through an iterative process. The Toolkit is grounded in HRVA methodology through an IGA framework and includes relevant, practical, and realistic strategies and recommendations drawn from the sector. This is a living document, and the Foundation and the CCSC remain committed to ensuring resources and practices remain relevant and effective.

Appendix C - Initial Preparation: Goals and Objectives Template

Section: Identifying Purpose and Objectives

Project Name:

Community:

Date:

Prepared by:

Example Scenario

Please note: The below scenario is used as an example throughout all the templates in the Companion Guide.

A small rural community in Ontario characterized by low-lying valleys surrounded by hills is vulnerable to multiple hazards, particularly wildfires and floods.

- The area consists of a combination of sprawling estates, log cabins, and older mobile homes and trailers.
- There are several farms in the area and migrant farmworkers live in the community during spring and summer months.
- The community is also well known for its tourist attractions.
- There is a high number of retired older adults, some with limited mobility as well as young families.

Purpose

To clearly state the main goals of the HRVA, ensuring that these goals are inclusive and fair to all community members. This section aims to explain why the HRVA is being done and what it hopes to achieve, considering the diverse needs and experiences of everyone in the community.

Instructions

1. **State the Purpose:** Clearly explain the main reason for conducting the HRVA, highlighting the importance of inclusivity and fairness.
2. **Set Objectives:** Define the key goals and outcomes you aim to achieve with the HRVA.
3. **Engage Partners/Stakeholders:** Make sure to involve all relevant partners/stakeholders, including marginalized and underrepresented groups.
4. **Align with IGA:** Ensure that the purpose and objectives align with IGA principles, considering how different social identities may influence experiences and outcomes.

Goals and Objectives

Purpose of HRVA: *(Identify purpose of HRVA) The purpose of the HRVA is to systematically identify, assess, and mitigate hazard risks and vulnerabilities specific to the XYZ community, ensuring that emergency management strategies are equitable, inclusive, and reflective of the diverse needs of all community members.*

Objectives: (*Identify objectives of HRVA*)

Objective 1: *Conduct a comprehensive assessment to identify hazards specific to different demographic groups within XYZ.*

Objective 2: *Develop inclusive risk mitigation strategies that address the unique needs of marginalized and underrepresented populations.*

Objective 3:

Alignment with Equity and Inclusion:

How do the purpose and objectives align with principles of equity and inclusion?

The HRVA purpose and objectives prioritize the inclusion of diverse community voices, ensuring that emergency plans address the needs of all social identities, including those historically marginalized.

How do we ensure the HRVA addresses the diverse needs and experiences of all community members?

By actively involving representatives from various demographic groups and using culturally appropriate engagement methods, the HRVA will reflect a comprehensive understanding of community vulnerabilities and strengths.

Objectives	Equity	Inclusion
1. <i>Identify relevant hazards and their impacts specific to different demographic groups within XYZ.</i>	<i>Ensure representation of all community groups in hazard assessments. For example, we have a high population of older adults who may have limited mobility and access to technology (cell phones, internet, etc.), therefore we will ensure that participation methods consider their needs.</i>	<i>We have/will establish an Advisory Committee consisting of diverse community members to guide the process and are planning some community engagement sessions through focus groups to identify hazards and their impacts. We reached out to XX number of community organizations to help us form the focus groups ensuring inclusive participation for marginalized and under represented groups.</i>
2.		
3.		

Quick Reference Checklist

State the Purpose:

- Clearly explain the main reason for the HRVA, focusing on identifying and reducing hazards and vulnerabilities.
- Highlight the importance of creating inclusive and fair emergency management strategies.

Set Objectives:

- Define the key goals you want to achieve with the HRVA.
- Ensure each objective reflects the commitment to inclusivity and fairness.

Engage Partners/Stakeholders:

- Identify and involve all relevant partners and stakeholders, including local authorities, community leaders, Indigenous communities, marginalized groups, emergency services, local businesses, schools, healthcare providers, and NGOs.
- Use culturally appropriate methods to ensure meaningful participation from diverse groups.

Align with an IGA Lens:

- Ensure that the purpose and objectives consider how different social identities (gender, age, race, socioeconomic status, etc.) influence experiences and outcomes.
- Incorporate feedback from diverse partners/stakeholders to refine the purpose and objectives.

Appendix D - Questions to Consider: Data Collection

Focus Area/Theme	Questions
Relevance and Accuracy	<ul style="list-style-type: none"> ● Is the data relevant to the specific hazards and risks facing our community? ● How accurate and up to date is the data? ● What sources were used to collect this data, and are they credible? ● Were the sources varied and representative of the population groups in the community?
Inclusiveness	<ul style="list-style-type: none"> ● Does the data cover all the necessary geographic areas within the community? ● Are all relevant demographic groups represented in the data? ● Are there any significant gaps in the data that need to be addressed?
Disaggregation	<ul style="list-style-type: none"> ● Is the data disaggregated by key demographic factors such as gender, age, race, ethnicity, socioeconomic status, and disability status? ● How does the data reflect the intersection of various identities and factors influencing vulnerability?
Patterns and Trends	<ul style="list-style-type: none"> ● What patterns and trends are evident in the data regarding hazards, risks, and vulnerabilities? ● How do these patterns vary across different demographic groups and geographic areas? ● Are there emerging risks or changing trends that need attention?
Community Input and Engagement	<ul style="list-style-type: none"> ● How has community input been incorporated into the data collection process? ● Are the perspectives and experiences of marginalized and underrepresented groups adequately reflected in the data? ● How can we improve engagement with the community to gather more comprehensive data?
Impact and Implications	<ul style="list-style-type: none"> ● What are the potential impacts of identified hazards and risks on different community or social groups? ● How do intersecting identities influence the severity of these impacts? ● What are the broader implications for community resilience and emergency management strategies?

Focus Area/Theme	Questions
<p>Data Quality and Limitations</p>	<ul style="list-style-type: none"> ● What are the limitations of the current data set? ● How might these limitations affect our risk assessment and decision-making? ● What steps can be taken to improve the quality and comprehensiveness of the data?
<p>Monitoring and Evaluation</p>	<ul style="list-style-type: none"> ● How will we monitor and evaluate the effectiveness of our data collection and analysis processes? ● What metrics and indicators will we use to assess progress and outcomes? ● How can we ensure that our data collection methods remain responsive to changing community needs and emerging risks?

Appendix E - Suggested Data Sets

The following is a list of data that you can consider collecting that will feed into your HRVA and provide a more fulsome picture of vulnerability, risk, and resilience. While collecting each data set may not be possible, start with **demographic** and **socio-economic** data to get an idea of the composition of your community and continue from there. All data should be disaggregated by key demographic factors such as gender, age, race, ethnicity, sexual orientation, and disability status.

1. Demographic Data

- **Sex and Gender:** Sex and gender disaggregated population data.
- **Age Breakdown by Gender:** Specific age ranges by gender (children, adolescents, adults, older adults).
- **LGBTQI2S+ Community:** Data on the size and needs of the LGBTQI2S+ community, considering potential discrimination or social isolation during disasters.
- **Languages Spoken:** Primary and secondary languages and languages spoken by various groups in the community (e.g., primary language may be English and secondary French, but you may have small groups who primarily speak Punjabi or Swahili, etc.).
- **Race and Ethnicity:** Breakdown of population by racialized groups in the community.

2. Socioeconomic Data

- **Income Levels:** Average income levels and poverty rates disaggregated by race, ethnicity, and gender, including the community's gender pay gap and income inequalities.
- **Employment Status:** Unemployed, employed (full-time, part-time), underemployed all disaggregated by gender.
- **Occupation Types:** Common industry and job roles for each gender including informal sector work. Focus on collecting data related to occupations and industries most concentrated in vulnerable locations or high-density areas (e.g., low-wage earners in floodplains).
- **Newcomers:** Data on newcomers/those who recently immigrated to Canada, including language spoken and familiarity with local emergency procedures.

3. Historical Context

- **Historical Discriminatory Policies and Events:** Information on past discriminatory policies or events that might shape current vulnerabilities (e.g. the Indian Act in Canada, Residential Schools, colonization, segregation etc.).

4. Household and Housing Data

- **Household Composition:** Number of single-parent households, particularly those headed by women.
- **Dependency Ratios:** Number of dependents (children, older adults, those with disabilities) in households, categorized by gender of head of household.
- **Isolation Rates:** Information on older adult populations living alone, potentially more vulnerable during emergencies.

- **Housing and Infrastructure:** Data on housing quality, overcrowding, access to essential utilities, and the overall condition of infrastructure like roads, bridges, and communication systems.
- **Housing Status:** Homeownership, renting, homelessness.
- **Population Mobility:** Number of people living at the same address one year ago versus 3-5 years ago.

5. Access to Resources

- **Resource Allocation:** Access to food, water, sanitation, transportation, and housing by gender, race, and ethnicity.
- **Financial Resources:** Access to savings, credit, and financial aid by gender, race, and ethnicity.
- **Internet Access:** Availability and affordability of internet services.
- **Digital Literacy:** Skills and knowledge related to using digital technologies.

6. Health Data

- **Health Needs:** Specific health issues and needs by gender, race, and ethnicity including chronic disease prevalence.
- **Mental Illness:** Prevalence of mental illness and access to mental health services by gender, race, and ethnicity.
- **Addictions and Drug Usage:** Drug utilization rates and prevalence of addictions.
- **Access to Healthcare:** Healthcare coverage for residents, proximity to healthcare facilities.
- **Reproductive Health:** Access to reproductive health services, maternal health data by race and ethnicity.

7. Disability and Neurodivergence

- **Disability Rates:** Data on the prevalence of different disabilities within the community.
- **Accessibility Features:** Information on the accessibility of shelters, evacuation routes, transportation, emergency communication, and public buildings for people with disabilities and neurodiversity.

8. Social and Cultural Data

- **Cultural Data:** Information on cultural beliefs, traditions, practices, and Traditional Knowledge related to hazards. This can be valuable for developing culturally sensitive risk reduction strategies and understanding risk and resilience.
- **Gender Role and Expectations:** Information on how gender norms, roles, expectations, and relations shape differential hazard impacts. Consider how gender inequalities and disparities shape differential impacts and outcomes for different genders and how gender intersects with other social identities and factors to influence exposure, sensitivity, coping capacities, and adaptive strategies. For example, Women, especially single mothers, racialized women, and women over the age of 65, are more likely to live in poverty due to lower wages, part-time employment, and caregiving responsibilities. This economic disparity limits their ability to prepare for and recover from disasters. Women are also often overrepresented in sectors such as

healthcare, education, and service industries, which can be more vulnerable to disruption during hazards. Conversely, men might be more affected in industries like construction and manufacturing.

- **Community Support Networks:** Gender differences in access to and reliance on social support networks; information on the strength of social networks, community cohesion, and the presence of volunteer organizations
- **Religious Beliefs:** Information on religious practices or cultural observances that might need to be considered in emergency planning, including influence of religion on social dynamics.
- **Social Capital:** Trust in community institutions, participation in community activities.

9. Education and Training Data

- **School Enrollment:** Gender and diversity in school attendance.
- **Educational Attainment:** Graduation rates, literacy levels by gender, race, and ethnicity.
- **Access to Education:** Availability and accessibility of vocational training and adult education.

10. Environmental Data

- **Exposure to Environmental Hazards:** Proximity to industrial areas, pollution levels disaggregated by gender, race, and ethnicity.

11. Disaster Preparedness and Climate Change

- **Disaster Preparedness:** Community plans for disasters and emergencies, access to emergency services.
- **Participation in Disaster Planning:** Gender breakdown of participation in community disaster preparedness programs.
- **Access to Early Warning Systems:** Gender differences in access to and understanding of early warning systems.
- **Evacuation Plans:** Specific evacuation needs and challenges by gender, cultures, those with disabilities etc.
- **Shelter Accessibility:** Gender-specific needs in emergency/evacuation centres/shelters, including privacy, security, and sanitary facilities.
- **Climate Change Impact:** Data on how climate change affects community members differently (e.g., the impact on livelihoods and health).

12. Political and Legal Data

- **Representation in Decision Making:** Representation of women, men, and gender-diverse individuals in local government by race and ethnicity.
- **Legal Protections:** Laws protecting against discrimination and gender-based violence (domestic violence, sexual violence, etc.).
- **Civic Participation:** Voter registration and turnout rates, participation in community decision-making.

13. Violence and Safety Data

- **Crime Rates:** Rates of violence, including domestic violence, sexual assault, other forms of gender-based violence, and hate crimes.
- **Perception of Safety:** Community members' feelings of safety in their neighborhoods before, during, and after disasters, disaggregated by gender, race, and ethnicity.
- **Law Enforcement Practices:** Data on policing practices and interactions with the community.

14. Physical Vulnerability Data

- **Land Use and Development:** Information on land use patterns, building types, and critical infrastructure locations. This helps assess how these factors might influence the impact of a hazard.
- **Environmental Conditions:** Data on environmental factors like soil type, vegetation cover, and proximity to natural resources. These can influence the severity of a hazard and the ease of recovery.
- **Critical Facilities:** Location and vulnerability of essential buildings like hospitals, schools, and emergency shelters.

15. Hazard Specific Data

- **Historical Hazard Events:** This includes information on past occurrences of hazards in the area, such as frequency, intensity, duration, and location.
- **Hazard Mapping:** Maps depicting areas at risk from different hazards, like floodplains, wildfire zones, or earthquake fault lines.
- **Scientific Projections:** Data on climate change projections and how they might influence future hazard risks (e.g., increased risk of flooding due to rising sea levels).

Appendix F - Data Collection Template

Section: Data Collection

Project Name:

Community:

Date:

Prepared by:

Purpose

To systematically gather data needed for the HRVA, ensuring that the data collection process is inclusive and considers the diverse needs and experiences of all community members. This section aims to collect comprehensive and disaggregated data to inform the HRVA process.

Please note, these are examples of potential data types and sources. You may need to make additions based on the purpose and objectives identified. Please refer to [Appendix E](#) for additional information on data sets.

Instructions

1. **Identify Data Sources:** List and access all relevant data sources, including historical records, scientific data and climate projections, community input, and Indigenous Knowledge.
2. **Engage Partners/Stakeholders:** Ensure meaningful participation from all relevant stakeholders, including marginalized and underrepresented groups.
3. **Collect Disaggregated Data:** Gather data disaggregated by gender, age, socioeconomic status, ethnicity, and other relevant factors.
4. **Align with IGA:** Ensure that the data collection process aligns with IGA principles, considering how different social identities influence experiences and outcomes.

Example Data Types and Sources:

1. Historical records of hazard events from government agencies, weather services, and local archives.
2. Scientific data from geological surveys, meteorological data, and other relevant sources including climate projections.
3. Community input through surveys, focus groups, and interviews.
4. Indigenous Knowledge and historical accounts of hazards.
5. Demographic data from public health records or census.

[Refer to Appendix E for a full list of suggested data sets.](#)

Data Collection:

Data Type	Source	Person Responsible	Due Date

Quick Reference Checklist**Identify Data Sources:**

- Obtain historical records and climate projections of hazard events from government agencies, weather services, and local archives.
- Consult with Indigenous communities to gather Traditional Knowledge and historical accounts of hazards.
- Use scientific data from geological surveys, meteorological data, and other relevant sources.

Engage Partners/Stakeholders:

- Conduct community meetings and focus groups to gather feedback on perceived hazards and their impacts.
- Ensure participation from diverse community members, including marginalized groups.
- Use culturally appropriate methods to engage different social identity groups.

Collect Disaggregated Data:

- Gather data disaggregated by gender, age, socioeconomic status, ethnicity, and other relevant factors.
- Ensure that the data reflects the diverse experiences and needs of all community members.

Align with IGA:

- Ensure that the data collection process considers how different social identities (gender, age, race, socioeconomic status, etc.) influence experiences and outcomes.
- Incorporate feedback from diverse partners/stakeholders to refine the data collection process.

Appendix G - Questions to Consider: Engagement & Collaboration

Community Led Engagement

Focus Area/Theme	Questions
Understanding the Community	<ul style="list-style-type: none"> • Who makes up the community? • What are the demographic characteristics (age, gender, ethnicity, socioeconomic status)? • Are there distinct cultural or social groups within the community? • What are the community's strengths and assets? • What local knowledge, skills, and resources can be leveraged? • What are the community's vulnerabilities and needs? • Are there specific groups that are more vulnerable to risks?
Engagement and Participation	<ul style="list-style-type: none"> • How can we ensure broad and inclusive participation? • How can we reach and involve marginalized or less vocal groups? • What barriers to participation might exist (e.g., language, accessibility)? How can those barriers be removed? • What methods of engagement will be most effective? • Are there preferred ways of communication and participation (e.g., in-person meetings, outreach, online forums, surveys)?
Power Dynamics	<ul style="list-style-type: none"> • How can we shift power dynamics to empower community members? • What steps can be taken to ensure that community members have real decision-making authority? • How can we ensure transparency and accountability in the decision-making process? • What is the context (socio-economic, political, cultural, environmental) that I am working in? How will this impact or influence this work?
Communication and Trust	<ul style="list-style-type: none"> • How can we build and maintain trust with the community? • What are the community's past experiences with authorities and participation processes? • How can we ensure that community input is valued and visibly incorporated into outcomes? • How can people be compensated for their time (e.g. stipends/honorariums)? • How can we share what actions have been taken as a result of community feedback?
Collaboration and Partnership	<ul style="list-style-type: none"> • Who are the key stakeholders and potential partners in the community? • Are there local organizations, leaders, or groups that can facilitate engagement? • How can we foster ongoing partnerships rather than one-off interactions?

Focus Area/Theme	Questions
<p>Practical Considerations</p>	<ul style="list-style-type: none"> • What resources are needed to support community-led engagement? • What funding, tools, or training might be necessary? • Are there logistical considerations (e.g., timing of meetings, accessibility of venues, cultural safety)? • How will we measure the success of community-led engagement? • What indicators will be used to evaluate the effectiveness and impact of the engagement process?
<p>Cultural Safety</p>	<ul style="list-style-type: none"> • How can we ensure cultural safety in our engagement process? • Are we respecting and incorporating cultural practices and norms in our engagement strategies? • How can we address any cultural misunderstandings that may arise?
<p>Sustainability and Long-term Engagement</p>	<ul style="list-style-type: none"> • How can we ensure that engagement efforts are sustainable? • How will we maintain communication and involvement with the community after the initial engagement process? • What mechanisms can be put in place for ongoing feedback and adaptation?
<p>Legal and Ethical Considerations</p>	<ul style="list-style-type: none"> • What legal and ethical considerations must be taken into account? • Are there any legal requirements for public participation and engagement? • How will we ensure ethical standards are met in the engagement process?
<p>Feedback and Adaptation</p>	<ul style="list-style-type: none"> • How will we incorporate community feedback and adapt our approach? • What mechanisms will be in place to gather and respond to feedback throughout the process? • How will we ensure that the community sees their input reflected in the final outcomes?

Addressing Power Dynamics

Focus Area/Theme	Questions
Identifying Power Structures	<ul style="list-style-type: none"> • What are the existing power structures within the community? • Who currently holds decision-making authority? • How is power distributed among different groups within the community? • Who are the key influencers and leaders? • Are there informal or formal leaders who have significant influence? • How can these leaders be engaged in a way that supports broader community participation?
Ensuring Equitable Participation	<ul style="list-style-type: none"> • How can we ensure that all voices are heard, especially those of marginalized or traditionally excluded groups? • What strategies can be used to engage underrepresented or vulnerable populations? • How can we create safe spaces for open and honest dialogue? • What barriers to participation might exist, and how can they be addressed? • Are there social, economic, or logistical barriers preventing some community members from participating? • How can we provide support (e.g., transportation, childcare, translation services) to overcome these barriers? • How can we provide a sense of belonging in these spaces, so community members feel welcomed?
Shifting Power Dynamics	<ul style="list-style-type: none"> • How can we actively shift power dynamics to empower community members? • What concrete steps can be taken to transfer decision-making authority to community members? • How can we ensure that community members are involved in all stages of the process, from planning to implementation? • What roles will community members play in the decision-making process? • How will community members be integrated into leadership roles? • What mechanisms will be established to ensure their input is taken seriously and has a real impact?
Transparency and Accountability	<ul style="list-style-type: none"> • How will we maintain transparency throughout the engagement process? • What information needs to be shared with the community, and how will it be communicated? • How will we ensure that the decision-making process is open and transparent? • What accountability mechanisms will be put in place? • How will we ensure that community leaders and decision-makers are accountable to the broader community? • What feedback loops will be established to allow community members to hold those in power accountable?

Focus Area/Theme	Questions
Building Trust and Relationships	<ul style="list-style-type: none"> • How can we build trust with the community? • What past experiences might influence the community's trust in authorities? For example, consider the ongoing impacts of Canada's colonial legacy. • How can we demonstrate a genuine commitment to empowering the community? • How will we foster long-term relationships with community members? • What strategies will be used to maintain ongoing engagement and collaboration? • How can we ensure that the relationships built during the engagement process are sustained over time?
Measuring and Reflecting on Power Dynamics	<ul style="list-style-type: none"> • How will we measure changes in power dynamics? • What indicators will be used to assess whether power has been effectively redistributed? • How will we gather and analyze data on power dynamics throughout the process? • How will we reflect on and learn from our experiences in addressing power dynamics? • What processes will be in place for continuous learning and improvement? • How will we incorporate lessons learned into future engagement efforts?
Supporting Community Leadership	<ul style="list-style-type: none"> • How can we ensure that community leadership is inclusive and representative? • What steps will be taken to ensure that the community leaders we engage with reflect the diversity of the community? • How can we encourage and support new and emerging leaders from different backgrounds to participate in emergency management strategies?

Physical Spaces

Focus Area/Theme	Questions
<p>Physical Spaces</p>	<p>Location and Accessibility:</p> <ul style="list-style-type: none"> • Is the location easily accessible by public transportation? • Is the venue centrally located and convenient for most people? <p>Physical Accessibility:</p> <ul style="list-style-type: none"> • Is the venue accessible to people with disabilities (i.e., ramps, wheelchair access, elevators, and accessible restrooms)? • Are there adequate parking facilities, including reserved spaces for people with disabilities? <p>Size and Capacity:</p> <ul style="list-style-type: none"> • Does the venue have sufficient space to accommodate all participants comfortably? • Are there enough seats, tables, and other necessary facilities? • Have you considered the needs of adults who may need to bring dependents with them? <p>Safety and Comfort:</p> <ul style="list-style-type: none"> • Is the venue safe and secure for all participants? • Is it culturally safe? (E.g., school or church buildings may be triggering for community members who experienced or had friends/family experience residential schools.) • Are there amenities such as heating, air conditioning, and ventilation to ensure comfort?
<p>Accessibility Considerations</p>	<p>Language and Communication:</p> <ul style="list-style-type: none"> • Are translation and interpretation services available for non-English or non-French speakers? • Are there provisions for sign language interpreters or captioning for participants who are deaf or hard of hearing? <p>Information Accessibility:</p> <ul style="list-style-type: none"> • Are materials provided in multiple formats, such as large print, braille, and digital versions? • Is information shared in clear, simple language that is easy to understand? <p>Timing and Scheduling:</p> <ul style="list-style-type: none"> • Are sessions scheduled at times that are convenient for most community members, including those who work or have caregiving responsibilities? • Are there alternative session times or recordings available for those who cannot attend live sessions? <p>Technological Accessibility:</p> <ul style="list-style-type: none"> • If sessions are held online, is the platform accessible to all participants, including those with disabilities? • Are there provisions for participants who may not have access to the internet or necessary devices?

Focus Area/Theme	Questions
<p>Who Has Access to These Sessions</p>	<p>Inclusivity:</p> <ul style="list-style-type: none"> • Are efforts made to ensure that all community members, including marginalized and vulnerable groups, are aware of and invited to the sessions? • How are invitations and information about the sessions disseminated to reach a broad audience? • Are we creating and conducting engagement sessions within the community? • Are we building relationships by attending existing gatherings and events? • How are we meeting the community where they are to engage with them effectively? <p>Barriers to Participation:</p> <ul style="list-style-type: none"> • What barriers might prevent some community members from attending (e.g., childcare needs, transportation costs)? • Are there supports available to help overcome these barriers (e.g., providing childcare, offering transportation subsidies)? <p>Equity in Participation:</p> <ul style="list-style-type: none"> • Are there strategies in place to ensure that all voices are heard, and that no group dominates the conversation? • How will the sessions be structured to facilitate equitable participation? • Are you using a trusted and knowledgeable facilitator when embarking on culturally safe strategies that are familiar and respected by community members? <p>Confidentiality and Privacy:</p> <ul style="list-style-type: none"> • Are there measures in place to ensure the confidentiality and privacy of participants? • How will sensitive or personal information shared during the sessions be protected?
<p>Feedback and Adaptation</p>	<p>Gathering Feedback:</p> <ul style="list-style-type: none"> • How will feedback be collected from participants about the accessibility and inclusivity of the sessions? • What methods will be used to gather input from those who cannot attend? <p>Adapting Based on Feedback:</p> <ul style="list-style-type: none"> • How will feedback be used to improve future sessions? • Are there mechanisms for continuous improvement in accessibility and inclusivity?
<p>Supporting Diverse Needs</p>	<p>Cultural Safety:</p> <ul style="list-style-type: none"> • Are cultural considerations considered when planning sessions (e.g., dietary restrictions, religious observances, protocol)? • How can the sessions be designed to respect and reflect the cultural diversity of the community?

Focus Area/Theme	Questions
	<p>Creating a Welcoming Environment:</p> <ul style="list-style-type: none"> • How can physical space be arranged to create an inclusive and welcoming environment? • Are there visual or auditory aids that can enhance the experience for all participants? • How are community members being made to feel welcomed in these sessions? • How are you creating a sense of belonging for marginalized and excluded groups?

Community Partners

Focus Area/Theme	Questions
Identifying Partners and Stakeholders	<ul style="list-style-type: none"> • Who are the key community partners and stakeholders? • What assumptions are being made about who should be involved? • What local organizations, groups, and individuals have a stake in the HRVA process? • Are there informal community leaders or influencers who should be involved? • Who might be impacted negatively if they aren't involved in the process? • What are the roles and responsibilities of each partner and stakeholder? • How can each partner/stakeholder contribute to the HRVA process? • What specific roles will partners/stakeholders play in decision-making and implementation?
Engagement and Collaboration	<ul style="list-style-type: none"> • How can we ensure meaningful and sustained engagement with partners and stakeholders? • What engagement methods (e.g., workshops, meetings, focus groups) will be most effective? • How can we maintain regular communication and updates? • What are the interests and priorities of each partner and stakeholder? • How can we align the HRVA process with the goals and concerns of different stakeholders? • Are there any potential conflicts of interest that need to be managed?
Capacity and Resources	<ul style="list-style-type: none"> • What resources and capacities do partners and stakeholders bring to the HRVA process? • What expertise, local knowledge, and resources can each partner contribute? What gaps currently exist? • Are there gaps in capacity that need to be addressed through training or support? • How can we ensure equitable distribution of resources and support? • Are all partners and stakeholders receiving the necessary resources to participate effectively? • Are we creating additional hardship or engagement fatigue for partners? • How can we support under-resourced or marginalized groups?

Focus Area/Theme	Questions
<p>Inclusivity and Representation</p>	<ul style="list-style-type: none"> • How can we ensure diverse and inclusive representation? • Are all relevant groups, including marginalized and vulnerable populations, represented? • How can we reach and engage underrepresented communities? • What strategies will ensure that all voices are heard and valued? • How can we create an inclusive environment where everyone feels comfortable sharing their perspectives? • What mechanisms will be in place to gather and incorporate diverse input?
<p>Collaboration Dynamics</p>	<ul style="list-style-type: none"> • How can we foster collaboration and build trust among partners and stakeholders? • What steps can be taken to build and maintain trust and mutual respect? • How can we facilitate open and transparent communication? • How will decisions be made collaboratively? • What decision-making processes will be used to ensure fairness and inclusivity? • How will disagreements or conflicts be resolved?
<p>Maintaining Sustainable Relationships and Commitments</p>	<ul style="list-style-type: none"> • How can we ensure ongoing engagement and collaboration beyond the HRVA process? • What mechanisms will be in place for continued partnership and follow-up? • How can we build long-term relationships and networks? • What are the long-term goals and commitments of each partner and stakeholder? • How can the HRVA process support and align with these long-term goals? • What commitments are needed from each partner for sustained impact?
<p>Evaluation and Feedback</p>	<ul style="list-style-type: none"> • How will we evaluate the effectiveness of partner and stakeholder engagement? • What metrics will be used to assess the quality and impact of engagement? • How will feedback be collected and used to improve the process? • How can we ensure transparency and accountability in the engagement process? • What reporting and feedback mechanisms will be established? • How will we ensure that partners and stakeholders are kept informed and involved in evaluation?

Appendix H - Partner/Stakeholder Identification & Engagement Plan Template

Section: Engagement and Collaboration

Project Name:

Community:

Date:

Prepared by:

Purpose

To ensure meaningful engagement and collaboration with all relevant partners/stakeholders, including marginalized and underrepresented groups, throughout the HRVA process. This section aims to foster inclusive participation and ensure that diverse perspectives are integrated into the assessment.

Please note: The successful completion of the HRVA process requires a collaborative effort involving various municipal departments, community organizations, partners, and stakeholders. As the project lead, your role is to coordinate and facilitate this process, ensuring that all relevant parties contribute their expertise and resources. The work outlined in this schedule is a shared responsibility among the municipality and community partners. This collaborative approach ensures a comprehensive and inclusive assessment, addressing the diverse needs and vulnerabilities of the community.

Remember:

- Work with others to help identify partners/stakeholders for your list.
- Consider the engagement method(s) most suitable for the group (survey, meeting, Advisory Committee, etc.).
- Remember to consider needs around accessibility, etc., as discussed in the Toolkit.

Instructions

1. **Identify Partners/Stakeholders:** Using the Partners/Stakeholders List below, identify all relevant partners and stakeholders, including local authorities, community leaders, Indigenous communities, marginalized groups, emergency services, local businesses, schools, healthcare providers, NGOs, etc. This will depend on your purpose and objectives. Include their contact info, organization/affiliation.
2. **Identify Categories:** Identify the category your partner or stakeholder belongs to. This will help you organize your engagement plan, as well as ensure you have a broad and diverse group of community perspectives and representatives.
3. **Identify Roles/Interests:** Identify what roles they may participate in or why they might be interested in participating.
4. **Engagement Plan:** Next, fill out the Engagement Plan (next page).

Examples of Partners/Stakeholders: community members/leaders, Indigenous communities, neighboring local authorities, SMEs, NGOs, departments within your own local authority, etc.

Examples of Roles/Interest:

- Provide local insights and experiences/perspectives
- Decision making and implementation
- Technical guidance and analysis
- Traditional Knowledge and cultural insights
- Support and resource provision

Partners/Stakeholders List

Name	Contact	Organization/Affiliation	Category	Role/Interest in HRVA
<i>Ex. Sammy Stevens</i>	<i>xxx-xxx-xxx</i>	<i>XYZ Women's Resource Centre</i>	<i>Community Group</i>	<i>Provide local insights and experiences/perspectives</i> <i>Support and resource provision</i>

Name	Contact	Organization/Affiliation	Category	Role/Interest in HRVA

Engagement Plan

Instructions:

1. **Develop Schedule:** Develop a schedule of activities based on realistic timelines for yourself and partners/stakeholders.
2. **Objectives:** Consider the objective of the activities and the required format to support meaningful participation.
3. **Engage Partners/Stakeholders:** Ensure meaningful participation from all relevant partners and stakeholders through culturally appropriate and inclusive methods.
5. **Collaborate Effectively:** Foster collaboration and ensure that diverse perspectives are integrated into the HRVA process.
6. **Align with IGA:** Ensure that the engagement and collaboration process aligns with IGA principles, considering how different social identities influence experiences and outcomes.

Examples of Engagement Methods: virtual meetings, in-person meetings, surveys, workshops, focus group discussion (FGDs), town hall, Advisory Committee, etc. Please refer to *the Engagement and Collaboration* section on page 17 of the Toolkit for additional information.

Schedule of Engagement Activities

Week	Activity	Objective	Format	Participants	Location	Person Responsible
1-2	<i>Initial Meetings</i>	<i>Introduce the HRVA project, objectives, and importance of integrating IGA; establish roles and responsibilities</i>	<i>In-person/virtual meeting</i>	<i>Project team, key partners/stakeholders (as per list above)</i>	<i>Community centre/virtual platform</i>	<i>Project Lead</i>

Quick Reference Checklist

Identify Partners/Stakeholders:

- List all relevant partners and stakeholders who should be involved in the HRVA process.
- Include local authorities, community leaders, Indigenous communities, marginalized groups, emergency services, local businesses, schools, healthcare providers, NGOs, etc.

Engage Partners/Stakeholders:

- Conduct a variety of engagement sessions to gather feedback and input from stakeholders.
- Ensure participation from diverse community members, including marginalized groups.
- Use culturally appropriate methods to engage different social identity groups.
- Provide opportunities for partners and stakeholders to share their perspectives and experiences.

Collaborate Effectively:

- Foster collaboration among partners/stakeholders to ensure diverse perspectives are integrated into the HRVA process.
- Establish clear communication channels and regular updates to keep partners/stakeholders informed and involved.
- Create a collaborative environment where all voices are valued and respected.

Align with IGA:

- Ensure that the engagement and collaboration process considers how different social identities (gender, age, race, socioeconomic status, etc.) influence experiences and outcomes.
- Incorporate feedback from diverse partners/stakeholders to refine the engagement and collaboration process.
- Address any barriers to participation and ensure that all groups have equal opportunities to contribute.

Appendix I - Questions to Consider: Hazard Identification

Focus Area/Theme	Questions
<p>Understanding the Context</p>	<ul style="list-style-type: none"> • Who is being consulted in the hazard identification process? • Are we considering environmental or climate-related hazards (e.g., floods, earthquakes, hurricanes) and human-made hazards (e.g., industrial accidents, terrorism)? • What events have occurred previously, and what were their impacts? • How might climate change, urban/rural development, or technological advancements introduce new risks?
<p>Gathering and Analyzing Data</p>	<ul style="list-style-type: none"> • What sources of information will be used to identify hazards? • What assumptions could we be making? • Are we using scientific data, community input, Indigenous Knowledge, historical records, and expert analysis? • How will data be collected and verified? • What methods will ensure data accuracy and reliability? • Are data collection methods accessible to diverse community members? For example, are there language barriers or cultural sensitivities that need to be addressed to ensure the participation of all groups?
<p>Community Engagement</p>	<ul style="list-style-type: none"> • How will community members be involved in hazard identification? • What local knowledge and experiences can residents share about potential hazards? • How can we ensure that hazard identification is inclusive of all community perspectives? • Are we engaging diverse groups, including marginalized and vulnerable populations, in the process?

Focus Area/Theme	Questions
<p>Assessing Vulnerability and Exposure</p>	<ul style="list-style-type: none"> • Who and what are most vulnerable to these hazards? • Who is the most impacted by the hazard identification process? • Are there specific populations, buildings, or infrastructure particularly at risk? • What factors contribute to community vulnerability? • Are there social, cultural, economic, or environmental factors that increase vulnerability? • How will exposure to hazards be assessed? • What areas are most likely to be affected by each hazard, and to what extent? • What are the potential impacts of each hazard? • How might different hazards affect people, property, infrastructure, and the environment? • What assumptions are being made about vulnerability and exposure to hazards?
<p>Integration with Other Assessments</p>	<ul style="list-style-type: none"> • How will hazard identification integrate with other assessments and plans? • Are we aligning with existing emergency plans, development plans, and environmental assessments? • How will hazard identification inform risk reduction strategies? • How will the findings guide mitigation, preparedness, response, and recovery efforts?
<p>Documentation and Communication</p>	<ul style="list-style-type: none"> • How will the results of hazard identification be documented and shared? • What formats and channels will be used to communicate findings to partners, stakeholders, and members of the community? • How can we ensure transparency and accessibility of hazard information? • Are we providing information in clear, understandable language and accessible formats?

Focus Area/Theme	Questions
Continuous Improvement	<ul style="list-style-type: none">• How will hazard identification be reviewed and updated over time?• What processes will be in place for regular review and adaptation based on new data and changing conditions?• How will feedback from the community and stakeholders be incorporated?• What mechanisms will allow for continuous input and improvement?

Appendix J - Hazard Identification Template

Section: Hazard Identification

Project Name:

Community:

Date:

Prepared by:

Purpose

To systematically identify and categorize the hazards specific to the community while integrating an intersectional approach. This section aims to gather comprehensive information on each identified hazard to inform the overall HRVA process, ensuring that the diverse needs and vulnerabilities of all community members are considered.

Instructions

1. **Identify Potential Hazards:** List all potential hazards that could impact the community. Consider environmental hazards (e.g., floods, earthquakes) and human-made hazards (e.g., industrial accidents, terrorism).
 2. **Gather Data:** Collect data from various sources, including historical records, climate projections, scientific data, and community input, including Indigenous Knowledge.
 3. **Engage Community:** Ensure equitable participation from community members, especially those from marginalized and underrepresented groups.
 4. **Analyze with IGA:** Consider how various social identities influence the vulnerability and impact of each hazard.
-

Hazard Identification Table for *(insert Community name)*

Hazard Type	Description/ Location	Source(s) of Information	Historical Occurrences	Future Climate Projections	Community Impact(s)	Contributing Environmental Factors
<i>Flood</i>	<i>Risk of river flooding during heavy rainfall, especially along low-lying areas (Neighborhood XYZ)</i>	<i>Weather Service; conversations with local Nation; municipal records</i>	<i>2010, 2015, 2019</i>	<i>Annually</i>	<i>High risk in low-lying areas; areas at risk include XYZ neighborhood Noted specific river behaviour patterns such as ABC</i>	<i>High rainfall; riverbank conditions</i>

Quick Reference Checklist

Identify Hazards:

- Conduct an ‘idea storming’ session with community leaders, local authorities, and experts.
- Review historical data, climate projections, and previous HRVAs.
- Engage with community members through surveys or focus groups, ensuring diverse representation.

Data Collection:

- Obtain historical records of hazard events and climate projections from government agencies, weather services, and local archives.
- Consult with Indigenous communities to gather traditional knowledge and historical accounts of hazards.
- Use scientific data from geological surveys, meteorological data, and other relevant sources.
- Collect data disaggregated by gender, age, socioeconomic status, etc., where available.

Community Engagement:

- Conduct community meetings and focus groups to gather feedback on perceived hazards and their impacts.
- Ensure participation from diverse community members, including marginalized groups.
- Use culturally appropriate methods to engage different social identity groups.

Analysis with IGA:

- Assess the frequency and probability of each hazard based on collected data.
- Evaluate the potential impact of each hazard on different community sectors and groups.
- Analyze how intersecting social identities influence vulnerability and impact.

Documentation:

- Complete the Hazard Identification Table with detailed information for each identified hazard.
- Ensure all data sources and community feedback are documented and cited.
- Include IGA considerations for each hazard.

Review and Update:

- Periodically review and update the hazard identification section to reflect new data, community feedback, and changing conditions.
- Ensure continuous integration of IGA considerations in the review process.

Appendix K - Questions to Consider: Hazard Likelihood Analysis

Focus Area/Theme	Questions
<p>Understanding Hazard Characteristics</p>	<ul style="list-style-type: none"> • What historical data or projections are available on past occurrences, including the location, frequency and intensity of events? • What have been the impacts of this behavior for partners, stakeholders, and community members? • Who is the most impacted by the hazard likelihood analysis?
<p>Data Collection and Analysis</p>	<ul style="list-style-type: none"> • What sources of data will be used for analysis? • Who has contributed the data? • How accurate and current is the data? • Is the data up-to-date, and are there any gaps or uncertainties that need to be addressed? • Are any assumptions being made about the data? • Who is being consulted in the hazard likelihood analysis? • Are those impacted the most by the hazard likelihood analysis being consulted? • Are data collection methods accessible to diverse community members? • Are there language barriers or cultural sensitivities that need to be addressed to ensure the participation of all groups?
<p>Probability and Frequency</p>	<ul style="list-style-type: none"> • How will the probability of each hazard be determined? • What are the frequency categories for each hazard (e.g., low, medium, high) and how will these be determined? • How will these categories be defined and communicated to partners and stakeholders? • Who did you consult with to make this determination? • What assumptions are being made about the likelihood of certain hazards?

Focus Area/Theme	Questions
Timeframe Considerations	<ul style="list-style-type: none"> • How do changing conditions (e.g., climate change, urban or rural development) affect the frequency and likelihood? • What future trends and scenarios should be taken into account? • Who has helped to inform this process, or which perspectives might be missing?
Contextual Factors	<ul style="list-style-type: none"> • How does the local context influence hazard likelihood? • Are there specific geographical, environmental, socio-economic, or cultural factors that affect the likelihood of hazards?
Communicating Likelihood	<ul style="list-style-type: none"> • How will the results of the likelihood analysis be communicated? • What formats (e.g., probability maps, charts) will be used to present the likelihood of hazards? • How can we ensure that the likelihood information is understandable and actionable for partners and stakeholders? • Are explanations clear and resources available to aid partners, stakeholders, and community members in understanding the implications of the likelihood analysis?
Integrating Likelihood with Risk Assessment	<ul style="list-style-type: none"> • How will hazard likelihood be integrated into the overall risk assessment? • How will the likelihood estimates influence the prioritization and planning of risk reduction measures? • What role does hazard likelihood play in developing mitigation and preparedness strategies? • How will the likelihood analysis inform decisions on resource allocation and emergency planning? • What gets prioritized and why? • Could there be any unintended consequences from this?

Focus Area/Theme	Questions
Feedback and Continuous Improvement	<ul style="list-style-type: none">• How will the likelihood analysis be updated over time?• What processes will ensure the analysis remains current and reflects new data and evolving conditions?• Have you integrated Indigenous Knowledge into your analysis?

Appendix L - Hazard Likelihood Analysis Template

Section: Hazard Likelihood Analysis

Project Name:

Community:

Date:

Prepared by:

Purpose

To assess the likelihood of each identified hazard occurring within the community, with a particular focus on how different social identities influence the perceived and actual likelihood of hazards. This section aims to ensure that the analysis reflects the diverse experiences and vulnerabilities of all community members.

Instructions

1. **Assess Frequency:** Review historical data and climate projections to understand past occurrences and future probability of each hazard and the impact to the community.
2. **Gather Community Input:** Engage with community members to understand their perceptions and experiences related to hazard frequency.
3. **Analyze with IGA:** Consider how various social identities influence both the perceived and actual likelihood of each hazard.
4. **Integrate Diverse Perspectives:** Ensure the analysis incorporates feedback from marginalized and underrepresented groups.

Hazard Likelihood Analysis for *(insert Community name)*

Hazard Type	Frequency	Hazard Location	IGA Considerations	Likelihood Rating
<i>Flood</i>	<i>5 X in 10 years and projections indicate an increase to 8 X in 10 years</i>	<i>High concern in low-lying areas Neighbourhood XYZ at particular risk (mobile park along the river bank)</i>	<i>Vulnerability of low-income families; many rely on public transportation (bus) which is limited, walking, or bicycles; evacuation challenges for single-headed households with mobility issues and/or dependents.</i>	<i>High due to impact on Neighbourhood XYZ and for Indigenous and cultural/ethnic groups.</i>

Hazard Type	Frequency	Hazard Location	IGA Considerations	Likelihood Rating
			<p><i>XYZ experiences regular floods and most residents are still dealing with the last flood; some low-income residents also expressed distrust of authorities.</i></p> <p><i>Vulnerability of cultural/ethnic population who may not have access to EM materials due to language barriers (EAL) or trust issues from local authorities.</i></p>	

Quick Reference Checklist

Assess Frequency:

- Review historical records and climate projections to understand past occurrences and future probability of each hazard and the impact(s) to the community.
- Use local, regional, and national sources to gather comprehensive data.

Gather Community Input:

- Conduct surveys, focus groups, and community meetings to gather input on perceived hazard frequency.
- Ensure participation from diverse community members, including marginalized groups.

Analyze with IGA:

- Assess how different social identities (gender, age, race, socioeconomic status, etc.) influence the perceived and actual likelihood of hazards.
- Consider the unique vulnerabilities and experiences of different groups in the community.

Integrate Diverse Perspectives:

- Incorporate feedback from marginalized and underrepresented groups to ensure their perspectives are included in the analysis.
- Use culturally appropriate methods to engage different social identity groups.

Rate Likelihood:

- Assign a likelihood rating (e.g., Low, Medium, High) based on the combined assessment of historical data and community input.
- Document the rationale for each rating, ensuring transparency and accountability.

Appendix M - Questions to Consider: Hazard Impacts/Consequence

Focus Area/Theme	Questions
<p>Understanding Impacts</p>	<ul style="list-style-type: none"> ● What are the potential direct and indirect impacts of the hazard event? ● What physical damage might occur to infrastructure, buildings, and other assets and how does this impact different groups of people? ● Are there existing infrastructure disparities (e.g., weak levees in low-income neighborhoods) that could exacerbate the likelihood of a hazard impacting certain groups more severely? ● What economic losses could result from property damage, business disruption, or loss of productivity? Consider impacts to marginalized and underrepresented populations. ● What environmental impacts, such as pollution or habitat destruction, could occur, and how does this impact various communities? ● What social impacts, including injuries, gender-based violence, fatalities, displacement, and community disruption, might arise? ● How have past occurrences of this hazard impacted different social and cultural groups? ● How severe are the potential impacts? ● What is the magnitude and intensity of the impacts? ● Who will experience impacts, and in what ways and for what reasons? ● To what extent and duration might these impacts occur? ● Who is most impacted by the hazard, and why? ● How do intersecting social identities and factors influence exposure to hazards and sensitivity to their impacts among different population groups?

Focus Area/Theme	Questions
<p>Understanding Impacts</p>	<ul style="list-style-type: none"> ● What social identity factors (such as socioeconomic status, gender norms, housing conditions, power dynamics, access to resources and services, cultural practices, language barriers, historical discrimination, etc.) contribute to increased hazard impacts? ● How will marginalized and vulnerable groups be affected? ● How do residential segregation and workplace factors increase exposure for low-income families and racialized groups? ● How do language barriers, socioeconomic status, race, and Indigeneity influence access to resources, understanding of warnings, and response to hazards?
<p>Social and Health Factors</p>	<ul style="list-style-type: none"> ● What are the specific impacts on different social identities? ● How do gender norms and inequalities shape differential hazard impacts and outcomes? ● How do age and life stage intersect with other social identities to shape vulnerability and resilience to hazards? ● How might people with disabilities be differentially affected by various hazards? ● How do pre-existing health conditions affect vulnerability to hazards? ● What specific health conditions increase sensitivity to environmental hazards like air pollution? ● How does limited access to healthcare influence the ability to get treatment after exposure to hazards?

Focus Area/Theme	Questions
<p>Community and Access to Resources</p>	<ul style="list-style-type: none"> ● How do social networks and community cohesion influence hazard impacts? ● What roles do social networks and community cohesion play in developing resilience and adaptive strategies? ● How can strong community ties enhance resilience and response to hazards? ● How does access to resources and services affect hazard impacts? ● How do disparities in access to resources and services contribute to differential impacts? ● What are the barriers to resource access for marginalized and vulnerable groups?
<p>Discrimination and Marginalization</p>	<ul style="list-style-type: none"> ● How does discrimination and marginalization exacerbate vulnerability? ● How do multiple forms of discrimination intersect to limit access to resources and support services? ● What strategies can be implemented to address and mitigate these effects?
<p>Mitigation</p>	<ul style="list-style-type: none"> ● What mitigation strategies can be implemented to reduce hazard impacts? ● What specific actions can be taken to address the vulnerabilities identified through the impact assessment? ● How can strategies be tailored to support the needs of different population groups?

Focus Area/Theme	Questions
<p>Data Collection and Community Engagement</p>	<ul style="list-style-type: none"> ● What quantitative and qualitative data is needed for the assessment? ● Which demographic characteristics and socio-economic indicators are necessary? ● How will qualitative data be gathered through engagement with community members to capture lived experiences and perspectives? ● How can community input be integrated into hazard impact assessments? ● What methods will be used to gather qualitative data from community members? ● How will lived experiences and perspectives be incorporated into the analysis?
<p>Continuous Improvement</p>	<ul style="list-style-type: none"> ● How will the effectiveness of hazard impact assessments be evaluated? ● What metrics will be used to measure the success of impact assessments and mitigation strategies? ● How will feedback from stakeholders and community members be incorporated into future assessments?

Appendix N - Hazard Impacts/Consequences Template

Section: Hazard Impacts/Consequences

Project Name:

Community:

Date:

Prepared by:

Purpose

To evaluate the potential impacts and consequences of each identified hazard on the community, with a particular focus on how these impacts vary across different social identities. This section aims to ensure that the diverse experiences and vulnerabilities of all community members are considered in the assessment.

Instructions

1. **Identify Potential Impacts:** List all potential impacts and consequences of each identified hazard.
2. **Gather Community Input:** Engage with community members to understand their perceptions and experiences related to hazard impacts.
3. **Analyze with IGA:** Consider how various social identities influence the impacts and consequences of each hazard.
4. **Document Findings:** Ensure that the analysis incorporates feedback from marginalized and underrepresented groups and is well-documented.

Hazard Impacts/Consequences Table for *(insert Community name)*

Hazard Type	Hazard Location	Potential Impact(s)	IGA Considerations	Severity of Impact(s)
<i>Flood</i>	<i>High concern in low-lying areas Neighbourhood XYZ at particular risk (mobile park along the river bank)</i>	<i>Property damage, displacement, health risks, gender-based violence</i>	<i>Disproportionate impact on low-income families/households', those identified as EAL, and women and gender diverse individuals fleeing violence.</i>	<i>High</i>

Quick Reference Checklist

Impact Identification:

- List potential impacts such as property damage, health risks, displacement, and disruption of services.
- Consider both short-term and long-term impacts on the community.

Community Engagement:

- Conduct community surveys and focus groups to gather perceptions of hazard impacts.
- Ensure diverse representation in community engagement activities.

Analyze with IGA:

- Analyze how different social identities affect the impacts and consequences of hazards.
- Consider factors such as gender, age, race, socioeconomic status, and disability in the analysis.

Documentation:

- Document the impacts and consequences in the Hazard Impacts/Consequences Table.
- Ensure that the analysis includes feedback from diverse partners/stakeholders.

Severity Rating:

- Combine community input and intersectional gender analysis to rate the severity of each hazard's impacts.
- Document the rationale for each rating in the Hazard Impacts/Consequences Table.

Appendix O - Questions to Consider: Vulnerability Assessment

Social Vulnerability

Focus Area/Theme	Questions
<p>Social Vulnerability</p>	<p>Demographics:</p> <ul style="list-style-type: none"> • What demographic characteristics exist in the community? • How does socioeconomic status influence vulnerability? • How are employment rates? What jobs do residents hold? • What is the impact of income disparity on access to resources and services? • What is the level of home ownership versus renting, and how does this impact stability and recovery? <p>Access:</p> <ul style="list-style-type: none"> • How accessible are resources and services? • Are there adequate healthcare facilities, educational institutions, and social services available? • How do short-term and long-term housing constraints impact social vulnerability? • How accessible are transportation options, especially during emergencies? • Are there community support systems and networks in place? • Are resources and services safe and accessible? Who are they safe and accessible for? <p>Language:</p> <ul style="list-style-type: none"> • How do language and communication barriers affect vulnerability? • What languages are spoken in the community, and how proficient are residents in the dominant language? • How will emergency warnings and information be communicated to non-English speakers? <p>Social/Health Disparities and Inequities:</p> <ul style="list-style-type: none"> • What social and health disparities exist in the community? • Are there prevalent health conditions that increase vulnerability, such as chronic illnesses or disabilities? • How do social determinants of health, like education and housing quality, affect community resilience? • How do social inequalities exacerbate disaster impacts?

Focus Area/Theme	Questions
<p>Social Vulnerability</p>	<ul style="list-style-type: none"> • How do factors like gender, race, and socioeconomic status intersect to create compounded vulnerabilities? • Are there groups that have historically faced discrimination or marginalization? <p>Capacities and Strategies:</p> <ul style="list-style-type: none"> • What coping capacities and adaptive strategies do community members have? • How well-prepared are residents for potential hazards? • What local knowledge and skills exist that can enhance community resilience?
<p>Integration and Action</p>	<ul style="list-style-type: none"> • How will social and cultural vulnerability data be collected and analyzed? • What methods will be used to gather quantitative and qualitative data? • How will community members be engaged to provide input and share their experiences? • How will the results of the vulnerability assessments be communicated and used? • What strategies will be employed to share findings with stakeholders and the community? • How will the assessments inform the development of targeted risk reduction strategies? • How can emergency management practices be adapted to address identified vulnerabilities? • What specific interventions will be implemented to reduce social and cultural vulnerabilities? • How will ongoing monitoring and evaluation ensure the effectiveness of these interventions?

Cultural Vulnerability

Focus Area/Theme	Questions
<p style="text-align: center;">Cultural Vulnerability</p>	<p>Beliefs and Practices:</p> <ul style="list-style-type: none"> • What cultural beliefs and practices influence or protect against vulnerability? • How do cultural norms and traditions affect the community's perception and response to hazards? • What assumptions are being made about culture? • Are there specific cultural practices that could increase risk during a disaster? <p>Language and Culture:</p> <ul style="list-style-type: none"> • Do language and cultural barriers impact preparedness and response? How and why? • What languages are predominantly spoken, and how will this affect communication during emergencies? • Are there cultural differences in how information is received and acted upon? <p>Traditional Knowledge:</p> <ul style="list-style-type: none"> • What Traditional Knowledge and practices can be leveraged for resilience? • Are there traditional methods of risk reduction or environmental management that can be integrated into disaster planning? • How can cultural leaders and influencers be involved in emergency management efforts? • Has Indigenous Knowledge been integrated into emergency management strategies? <p>Community Ties:</p> <ul style="list-style-type: none"> • How do cultural norms and values affect community cohesion and support? • Are there strong social networks and community ties that can be mobilized during a disaster? • How do cultural values shape mutual aid and collective action? <p>Cultural Safety:</p> <ul style="list-style-type: none"> • What are the cultural sensitivities and needs of different groups? • How can shelters and emergency services be made culturally safe and accessible? • What considerations are necessary for dietary, religious, or other cultural needs during emergencies?

Focus Area/Theme	Questions
	<p>Discrimination:</p> <ul style="list-style-type: none"> • How does historical discrimination affect current vulnerability? • How have past experiences of discrimination or marginalization shaped current trust in authorities and institutions? • How can emergency management efforts build trust and ensure equitable participation?
<p>Integration and Action</p>	<ul style="list-style-type: none"> • How will social and cultural vulnerability data be collected and analyzed? • What methods will be used to gather quantitative and qualitative data? • How will community members be engaged to provide input and share their experiences? • How will the results of the vulnerability assessments be communicated and used? • What strategies will be employed to share findings with stakeholders and the community? • How will the assessments inform the development of targeted risk reduction strategies? • How can emergency management practices be adapted to address identified vulnerabilities? • What specific interventions will be implemented to reduce social and cultural vulnerabilities? • How will ongoing monitoring and evaluation ensure the effectiveness of these interventions?

Appendix P - Vulnerability Assessment Template

Section: Vulnerability Assessment

Project Name:

Community:

Date:

Prepared by:

Purpose

To assess the vulnerabilities of different community groups to the identified hazards, focusing on how various social identities influence these vulnerabilities. This section aims to ensure that the diverse experiences and needs of all community members are considered in the assessment.

Instructions

1. **Identify Vulnerable Groups:** List all community groups that may be particularly vulnerable to identified hazards.
 2. **Gather Community Input:** Engage with community members to understand their vulnerabilities and resilience capacities.
 3. **Analyze with IGA:** Consider how different social identities influence the vulnerabilities of each group.
 4. **Document Findings:** Ensure that the analysis incorporates feedback from marginalized and underrepresented groups and is well-documented.
-

Vulnerability Assessment Table for (insert Community name)

Hazard Type	Hazard Location (Community Perception)	Vulnerability Groups	Vulnerabilities	IGA Considerations	Vulnerability Rating
<i>Flood</i>	<p><i>High concern in low-lying areas.</i></p> <p><i>Neighbourhood XYZ at particular risk (mobile park along the riverbank).</i></p>	<p><i>Low-income or single-headed households, especially those with dependents.</i></p> <p><i>30% of residents in the broader community are EAL (English as an additional language) and represent mostly Indigenous (Anishinaabe), Indian, Filipino, and a mix of Latin/South American cultures.</i></p> <p><i>Older adults</i></p>	<p><i>Poor housing: flood-prone locations and poor housing conditions. Several neighbourhoods consist of families with low-incomes and little resources for flood risk reduction measures.</i></p> <p><i>Limited resources for evacuation and recovery including transportation and ability to access work/school from potential reception/group lodging/accommodation sites.</i></p> <p><i>EAL residents may not be able to access EM materials.</i></p>	<p><i>Gender-specific needs during evacuation (privacy, cultural and personal safety, mental health and health needs at reception/group lodging sites, esp. for transgender or non-binary people).</i></p> <p><i>Consider the impact of sites used on survivors of residential schools.</i></p> <p><i>High percentage of low-income older adults and families will require attention to health and accessibility needs.</i></p> <p><i>Some populations such as older adults or low-income families may be less likely to have access to smartphones and therefore won't receive emergency alerts.</i></p> <p><i>Potential cultural needs (cultural safety and humility, language, maintaining</i></p>	<i>High</i>

Hazard Type	Hazard Location (Community Perception)	Vulnerability Groups	Vulnerabilities	IGA Considerations	Vulnerability Rating
			<i>Potential lack of trust in authorities.</i>	<i>cultural/kinship ties in the event of an evacuation/displacement). Child/dependent care may limit ability to access resources or prepare for evacuation; additional care responsibilities tend to fall on mothers/women.</i>	
<i>Wildfire</i>					

Quick Reference Checklist

Identify Vulnerable Groups:

- List all community groups that may be particularly vulnerable to identified hazards.
- Consider groups based on gender, age, disability, socioeconomic status, ethnicity, and other relevant factors.

Gather Community Input:

- Conduct surveys, focus groups, and community meetings to gather input on perceived vulnerabilities.
- Ensure participation from diverse community members, including marginalized groups.

Analyze with IGA:

- Assess how different social identities (gender, age, race, socioeconomic status, etc.) influence the vulnerabilities of each group.
- Consider the unique vulnerabilities and resilience capacities of different groups in the community.

Document Findings:

- Document the vulnerabilities in the Vulnerability Assessment Table.
- Ensure that the analysis incorporates feedback from marginalized and underrepresented groups.

Rate Vulnerability:

- Assign a vulnerability rating (e.g., Low, Moderate, High) based on the assessment of each group's vulnerabilities.
- Document the rationale for each rating, ensuring transparency and accountability.

Appendix Q - Questions to Consider: Risk Assessment

Focus Area/Theme	Questions
<p>Understanding Diverse Needs and Experiences</p>	<ul style="list-style-type: none"> • Who are the different groups within the community that may experience risk differently? • How do factors such as gender, age, ethnicity, socioeconomic status, disability, and sexual orientation affect vulnerability to hazards? • How do intersecting identities influence risk and resilience? • What are the unique challenges faced by individuals with multiple intersecting identities (e.g., a low-income elderly woman with a disability)?
<p>Data Collection and Analysis</p>	<ul style="list-style-type: none"> • What data is needed to understand the diverse impacts of hazards on different groups? • How will demographic data, socioeconomic indicators, and qualitative information be collected and analyzed to reflect the diversity within the community? • How will disaggregated data be used in the risk assessment process? • What methods will be used to ensure data is broken down by relevant identity factors to highlight differences in vulnerability and impact?
<p>Inclusive Community Engagement</p>	<ul style="list-style-type: none"> • How will diverse community members be engaged in the risk assessment process? • What strategies will be used to reach out to and include marginalized and underrepresented groups in consultations and decision-making? • What barriers to participation might exist, and how can they be addressed? • How can language, accessibility, cultural differences, and trust issues be managed to ensure broad and meaningful engagement?
<p>Assessing Vulnerability and Impact</p>	<ul style="list-style-type: none"> • What specific vulnerabilities and needs of different groups must be considered? • How do social determinants of health, access to resources, and existing inequalities influence the risk and resilience of various groups? • How do different hazards uniquely affect diverse populations? • What are the specific impacts of each identified hazard on different social identity groups?

Focus Area/Theme	Questions
<p>Mitigation and Adaptation Strategies</p>	<ul style="list-style-type: none"> • How can risk reduction measures be tailored to meet the needs of diverse groups? • What specific interventions can be designed to address the unique vulnerabilities and strengths of different populations? • How will gender and other social factors be integrated into mitigation strategies? • What steps will be taken to ensure that risk reduction measures are inclusive and equitable, addressing the specific needs of all community members?
<p>Communication and Information Sharing</p>	<ul style="list-style-type: none"> • How will risk information be communicated to ensure it is accessible to all? • What methods will be used to ensure that messages are understandable and relevant to diverse groups, considering language and cultural differences? • How can trusted community leaders and organizations be involved in information dissemination? • Who are the key community influencers, and how can they effectively communicate risk and preparedness information?
<p>Monitoring and Evaluation</p>	<ul style="list-style-type: none"> • How will the effectiveness of risk assessment and mitigation efforts be monitored with an intersectional gender analysis lens? • What indicators will be used to measure the impact of strategies on different groups, and how will success be defined and tracked? • How will feedback from diverse community members be incorporated into ongoing risk management? • What mechanisms will be in place to gather continuous input and adjust strategies to better meet the needs of all community members?
<p>Ensuring Equity and Inclusivity</p>	<ul style="list-style-type: none"> • How will equity and inclusivity be prioritized throughout the risk assessment process? • What commitments and actions will be taken to ensure that all voices are heard and that risk reduction efforts benefit the entire community? • How can partnerships and collaborations enhance equity in risk management? • Who are the potential partners (e.g., community organizations, advocacy groups) that can support more inclusive and equitable risk assessment and mitigation efforts?

Appendix R - Risk Assessment Template

Section: Risk Assessment

Project Name:

Community:

Date:

Prepared by:

Purpose

To evaluate the overall risk posed by identified hazards to the community, integrate the likelihood of occurrence, the potential impacts/consequences, and the diverse experiences and vulnerabilities of all community members. This process aims to provide a comprehensive understanding of the risks, ensuring inclusive and equitable emergency planning.

Instructions

1. **Combine Likelihood, Consequence, and Vulnerability:** Assess the overall risk by combining the likelihood of each hazard with potential consequences and vulnerabilities as outlined in the section on Risk Assessment in the Toolkit (page 44).
2. **Analyze with IGA:** Consider how various social identities influence the overall risk.
3. **Document Findings:** Ensure that the analysis incorporates feedback from marginalized and underrepresented groups and is well-documented.

Risk Assessment Table for *(insert Community name)*

Hazard Type	Likelihood Rating	Impact/ consequence Severity Rating	Vulnerability Rating	IGA Considerations	Overall Risk Rating
<i>Flood</i>	<i>High</i>	<i>High</i>	<i>High</i>	<i>Low-income or single-headed households, especially those with dependents (children/adults/older adults)</i> <i>High percentage of low-income older adults and families</i> <i>30% of residents in the broader</i>	<i>Very High</i>

Hazard Type	Likelihood Rating	Impact/ consequence Severity Rating	Vulnerability Rating	IGA Considerations	Overall Risk Rating
				<i>community are EAL (English as an additional language) and represent mostly Indigenous, Indian (Anishinaabe), Filipino, and a mix of Latin/South American cultures.</i>	

Quick Reference Checklist

Combine Likelihood, Impact and Vulnerability:

- Use the likelihood, impact severity ratings, and vulnerability assessment from previous assessments to evaluate the overall risk of each hazard.
- Consider the unique vulnerabilities and resilience capacities of different groups in the community.
- Apply a risk matrix to combine these factors and determine the overall risk rating.

Analyze with IGA:

- Assess how different social identities (gender, age, race, socioeconomic status, etc.) influence the overall risk.
- Consider the unique vulnerabilities and resilience capacities of different groups in the community.

Document Findings:

- Document the overall risk ratings in the Risk Assessment Table.
- Ensure that the analysis includes feedback from diverse partners and stakeholders.

Appendix S - Questions to Consider: Risk Reduction Strategies

Focus Area/Theme	Questions
<p>Understanding Diverse Needs and Contexts</p>	<ul style="list-style-type: none"> • Who are the different groups within the community, and what are their specific needs? • What assumptions are being made about these groups? • What informed your understanding of specific needs? • How do factors such as gender, age, ethnicity, disability, and socioeconomic status affect each group's vulnerability to hazards? • What intersecting identities exist within the community that may influence risk? • How do multiple social identities (e.g., a single mother who is a recent immigrant) compound vulnerability?
<p>Data Collection and Analysis</p>	<ul style="list-style-type: none"> • What data is needed to understand the unique vulnerabilities and needs of different groups? • How will demographic and socioeconomic data be collected and disaggregated to reflect the community's diversity? • How will qualitative data be gathered to capture the lived experiences of diverse community members? • What methods (e.g., interviews, focus groups, surveys) will be used to collect this information?
<p>Inclusive Community Engagement</p>	<ul style="list-style-type: none"> • How will diverse community members be involved in the planning and implementation of risk reduction strategies? • What outreach and engagement methods will ensure the participation of marginalized and underrepresented groups? • What barriers to participation might exist, and how can they be addressed? • How can language, accessibility, and cultural barriers be overcome to ensure inclusive engagement?
<p>Developing Tailored Interventions</p>	<ul style="list-style-type: none"> • How can risk reduction measures be tailored to address the specific vulnerabilities of different groups? • What targeted interventions can be designed to meet the unique needs of various populations? • How will the social determinants of health and existing inequalities be addressed in the interventions? • How will factors like income, education, housing, and access to healthcare be considered in developing risk reduction strategies?
<p>Implementation and Resource Allocation</p>	<ul style="list-style-type: none"> • How will resources be allocated to ensure that the most vulnerable groups are prioritized for risk reduction interventions? • What criteria will be used to determine resource allocation to address the needs of marginalized and high-risk groups? • How will the implementation of risk reduction strategies be monitored and adjusted to ensure effectiveness and equity?

Focus Area/Theme	Questions
	<ul style="list-style-type: none"> • What mechanisms will be in place for continuous monitoring, feedback, and adaptation of strategies to address emerging needs and challenges?
Communication and Information Sharing	<ul style="list-style-type: none"> • How will risk reduction information be communicated to ensure it reaches all community members effectively? • What communication methods will be used to ensure messages are accessible and understandable to diverse groups, including those with language and literacy barriers? • How will trusted community leaders and organizations be involved in disseminating information and supporting risk reduction efforts? • Who are the key community influencers, and how can they help effectively communicate risk reduction measures?
Evaluation and Continuous Improvement	<ul style="list-style-type: none"> • How will the success of risk reduction strategies be evaluated with an intersectional gender analysis lens? • What indicators will be used to measure the impact of strategies on different groups, and how will success be defined and tracked? • How will feedback from diverse community members be incorporated into ongoing risk management? • What mechanisms will be in place to gather continuous input and adjust strategies to better meet the needs of all community members?
Ensuring Equity and Inclusivity	<ul style="list-style-type: none"> • How will equity and inclusivity be prioritized throughout the risk reduction planning and implementation process? • What commitments and actions will be taken to ensure that all voices are heard and that risk reduction efforts benefit the entire community? • How can partnerships and collaborations enhance equity in risk management? • Who are the potential partners (e.g., community organizations, advocacy groups) that can support more inclusive and equitable risk reduction efforts?
Addressing Systemic Barriers	<ul style="list-style-type: none"> • What systemic barriers exist that may hinder the effectiveness of risk reduction strategies? • How can these barriers be identified and addressed to ensure the strategies are effective and equitable? • How can long-term resilience be built in the community to reduce future vulnerabilities? • What measures can be taken to ensure sustainable and resilient risk reduction practices that benefit all community members?

Appendix T - Risk Reduction Strategies Template

Section: Risk Reduction Strategies

Project Name:

Community:

Date:

Prepared by:

Purpose

To develop and implement strategies that effectively reduce the identified risks, while ensuring that the strategies are inclusive and address the needs and vulnerabilities of all community members. This section aims to create equitable and sustainable risk reduction measures.

Instructions

1. **Identify Risk Reduction Measures:** List potential strategies to reduce the identified risks in the Risk Reduction table.
 2. **Engage Community:** Involve community members, especially those from marginalized and underrepresented groups, in the development of these strategies.
 3. **Feasibility, Cost, Impact:** Review and identify the feasibility, cost, and impact of suggested strategies in the Feasibility, Cost, Impact Summary table. You may not have all the information on hand but complete this as best as possible.
 4. **Analyze with IGA:** Ensure that the strategies consider the diverse needs and vulnerabilities of different social identities.
 5. **Implement and Monitor:** Implement the strategies and establish a monitoring plan to assess their effectiveness and inclusivity.
-

Risk Reduction Strategies Table for *(insert Community name)*

Hazard Type	Risk Reduction Measure	Community Involvement	IGA Considerations	Implementation Plan	Monitoring Plan
<i>Flood</i>	<i>Enhance dissemination of flood forecasts and warnings</i>	<i>Local residents, especially those in flood-prone areas; Neighborhood XYZ</i>	<i>Ensure warnings are accessible and easy to understand for non-English speakers, individuals with disabilities, and for those without access to technology (data, mobile phones, etc.)</i>	<i>Develop an inclusive communication plan; train local volunteers/community leaders or partner with local NGOs to share warnings and build trust; consider popular media formats with target groups to help socialize the system</i>	<i>Regular feedback from community, periodic reviews of communication effectiveness</i>

Feasibility, Cost, Impact Summary for *(insert Community name)*

Hazard Type	Aspect	Details
<i>Flood</i>	<i>Technical Feasibility</i>	<i>Technology is readily available; infrastructure supports the communication strategy.</i>
	<i>Operational Feasibility</i>	<i>Community is ready and willing; training needs are manageable; strategy is sustainable</i>
	<i>Legal Feasibility</i>	<i>Complies with local laws and regulations.</i>
	<i>Initial Costs</i>	<i>Equipment: \$3,000; Installation: \$1,000 for community boards.</i>
	<i>Operational Costs</i>	<i>Training: \$2,000; Maintenance: \$500/year; Communication: \$1,000/year; may be offset by support/partnerships with community-based organizations who are partnering in this strategy.</i>
	<i>Funding Sources</i>	<i>Federation of Canadian Municipality Grants: \$5,000; funding from Public Safety Canada may also be available (amount unknown)</i>
	<i>Social Impact</i>	<i>Significant vulnerability reduction; increased mental health and resilience; high community engagement/interest; promotes equity and inclusion by targeting the most impacted/vulnerable during flood events</i>
	<i>Economic Impact</i>	<i>Based on recovery costs from the last two flood events, estimated cost savings: \$30,000/year; improved economic resilience</i>
	<i>Environmental Impact</i>	<i>Positive impact through better floodwater management and environmental protection.</i>
<i>Wildfire</i>	<i>Technical Feasibility</i>	
	<i>Operational Feasibility</i>	
	<i>Legal Feasibility</i>	
	<i>Initial Costs</i>	

Hazard Type	Aspect	Details
	<i>Operational Costs</i>	
	<i>Funding Sources</i>	
	<i>Social Impact</i>	
	<i>Economic Impact</i>	
	<i>Environmental Impact</i>	

Quick Reference Checklist

Identify Risk Reduction Measures:

- List potential strategies to mitigate the risks associated with each hazard.
- Consider structural, non-structural, and community-based measures.

Engage Community:

- Conduct meetings, focus groups, and surveys to gather input from community members on potential strategies.
- Ensure participation from diverse community members, including marginalized and underrepresented groups.

Analyze with IGA:

- Assess how different social identities (gender, age, race, socioeconomic status, etc.) influence the effectiveness and accessibility of risk reduction measures.
- Ensure that the strategies address the unique needs and vulnerabilities of different groups.

Implement and Monitor:

- Develop a detailed implementation plan, including timelines, responsibilities, and resource allocation.
- Establish a monitoring plan to regularly assess the effectiveness of the strategies and make necessary adjustments.
- Include mechanisms for community feedback and participation in the monitoring process.

Appendix U - Questions to Consider: Monitoring and Evaluation

Focus Area/Theme	Questions
<p>Monitoring Phase</p>	<ul style="list-style-type: none"> • Are we collecting data from a diverse range of sources and ensuring representation from all community groups, including marginalized and vulnerable populations? • How are we ensuring that the voices of underrepresented groups are included in the monitoring process? • Are our risk reduction strategies addressing the specific needs of diverse community groups effectively? • What indicators are we using to measure the effectiveness of our strategies, and do they reflect the experiences of all community members? • How are we identifying new risks that may disproportionately affect certain groups within the community? • Are there emerging trends or patterns that indicate a need to adjust our current risk reduction strategies to better serve diverse groups?
<p>Evaluation Phase</p>	<ul style="list-style-type: none"> • To what extent have our HRVA objectives and goals been met, considering the different impacts on various community groups? • Are there particular groups that have benefited more/less from our risk reduction efforts? • What aspects of our HRVA process have been most effective in addressing the needs of diverse community groups? • Where have we fallen short, and how can we improve these areas in future assessments? • How are we ensuring that our evaluation process is transparent and accountable to all stakeholders, including marginalized and vulnerable groups? • Are we effectively communicating our findings to all community members and stakeholders in an accessible and inclusive manner?

<p>Updates and Continuous Learning</p>	<ul style="list-style-type: none"> • How are we updating our HRVA to reflect changes in community demographics, economic conditions, and environmental factors? • Are we incorporating feedback from a wide range of stakeholders to ensure our updates are relevant and inclusive? • Are we maintaining high standards of data quality, ensuring that the data is accurate, up-to-date, and relevant to all community groups? • How are we managing and safeguarding data to protect the privacy and confidentiality of community members, especially vulnerable groups? • How are we using findings from our M&E activities to inform training and capacity-building initiatives for our team? • Are we fostering a culture of continuous learning and improvement, encouraging team members to stay informed about best practices in social vulnerability assessment?
<p>Documentation and Reporting</p>	<ul style="list-style-type: none"> • Are we documenting our M&E processes and outcomes comprehensively, ensuring that all relevant information is captured and communicated? • How are we ensuring that our reports are accessible and understandable to all partners/ stakeholders, including those with varying levels of literacy and language proficiency? • How are we using our M&E findings to inform decision-making and promote collaborative action among partners and stakeholders? • Are our reports highlighting areas where equity and inclusivity can be enhanced in our emergency management efforts?

Appendix V - Monitoring and Evaluation Template

Section: Monitoring and Evaluation

Project Name:

Community:

Date:

Prepared by:

Purpose

To ensure that the HRVA remains relevant, accurate, and impactful by continuously collecting, analyzing, and using data to track progress, assess the effectiveness of implemented strategies, and identify new and evolving risks. This process should incorporate IGA considerations to ensure inclusivity and equity.

Instructions

1. **Outline Objectives:** Clearly define the objectives for monitoring and evaluating the HRVA process to ensure they align with the principles of inclusivity and equity inherent in the IGA framework.
2. **Select Indicators:** Choose indicators that measure progress and effectiveness, ensuring they capture data relevant to different social identities and vulnerabilities.
3. **Establish Data Collection System:** Set up a system for the continuous collection of data on implemented risk reduction strategies and community vulnerabilities.
4. **Engage Partners and Stakeholders:** Involve a wide range of partners and stakeholders, including community members, Indigenous communities, local authorities, and experts, to gather diverse perspectives and ensure the assessment accurately reflects the community's reality.
5. **Ensure Data Quality:** Maintain high standards of data quality and management, ensuring data collected is accurate, up-to-date, and relevant.

6. **Foster Continuous Learning:** Create a culture of continuous learning and improvement within the emergency management/HRVA team. Use findings from monitoring and evaluation to inform future HRVAs, as well as opportunities for training, capacity-building, and development initiatives.
7. **Document and Report:** Ensure comprehensive and consistent documentation and reporting of the monitoring and evaluation processes and outcomes. Regular reporting helps in effective communication with all partners and stakeholders.
8. **Review and Update:** Periodically review and update the HRVA to reflect new data, community feedback, and changing conditions, ensuring continuous integration of IGA considerations.

Monitoring and Evaluation Plan for *(insert Community name)*

Activity	Objective	Data Collection Method	Indicators	Frequency
<i>Continuous Data Collection</i>	<i>Track progress of risk reduction strategies and measure their effectiveness</i>	<i>Surveys, community feedback, incident reports/After Action Reports (AARs)</i>	<i>Number of implemented strategies; effectiveness of strategies; community satisfaction levels</i>	<i>Ongoing</i>
<i>Periodic Review</i>	<i>Assess alignment with community needs and priorities</i>	<i>Partner/stakeholder meetings, focus groups</i>	<i>Alignment of strategies with community needs; feedback from diverse groups</i>	<i>Twice a year – usually before/after seasonal hazards</i>
<i>Update Risk Assessments</i>	<i>Reflect changes in community</i>	<i>Census data, local reports</i>	<i>Updated risk profiles; identification of new risks</i>	<i>Annually</i>

Activity	Objective	Data Collection Method	Indicators	Frequency
	<i>demographics and emerging risks</i>			
<i>Community Engagement Feedback</i>	<i>Gather continuous input and adjust strategies</i>	<i>Community forums as part of AARs, feedback forms</i>	<i>Level of community engagement; rate of integrating feedback</i>	<i>Twice a year – usually before/after seasonal hazards</i>
<i>Documentation and Reporting</i>	<i>Communicate findings and facilitate decision-making</i>	<i>Reports, presentations</i>	<i>Number of reports generated; impact of reports on future planning and integration; partner/stakeholder satisfaction with reports</i>	<i>Annually</i>
<i>Training and Capacity Building</i>	<i>Inform and improve staff skills and knowledge, especially in relation to feedback obtained from the community</i>	<i>Training sessions, workshops; professional development goals in relation to HRVA and IGA</i>	<i>Number of training sessions held; participant feedback; level of improvement/learning</i>	<i>Semi-Annually</i>

Quick Reference Checklist

Preparation:

- Define clear objectives for the monitoring and evaluation process.
- Identify key metrics to measure the effectiveness and inclusivity of the HRVA process.
- Develop a detailed monitoring and evaluation plan.
- Assign responsibilities for data collection and analysis.

Data Collection

- Establish a system for continuous data collection.
- Conduct regular surveys and focus groups to gather community feedback.
- Collect and analyze census data and local reports to update risk assessments.
- Perform data audits and validation checks to ensure data accuracy and completeness.

Partner and Stakeholder Engagement

- Involve a wide range of partners and stakeholders, including community members, Indigenous communities, local authorities, and experts, in the monitoring and evaluation process.
- Ensure diverse participation in stakeholder meetings and focus groups.
- Gather continuous input from the community through forums and feedback forms.

Analyze with IGA

- Analyze collected data through an IGA lens to assess the impact on different social identities.
- Evaluate the alignment of risk reduction strategies with community needs and priorities.
- Assess the effectiveness of training and capacity-building initiatives.

Reporting and Documentation

- Document findings from the monitoring and evaluation process.
- Prepare regular reports and presentations to communicate findings to stakeholders.

- Ensure comprehensive documentation of all monitoring and evaluation activities.

Continuous Improvement

- Use findings from monitoring and evaluation to inform future HRVAs, training, capacity-building, and development initiatives.
- Adjust risk reduction strategies based on feedback and data analysis.
- Establish a feedback loop to ensure continuous improvement of the HRVA process.
- Periodically review and update the HRVA to reflect new data, community feedback, and changing conditions.

Final Review

- Conduct a final review to ensure all steps in the monitoring and evaluation plan have been completed.
- Confirm that all data is accurate, relevant, and comprehensive.
- Verify that all reports and documentation are complete and have been shared with relevant stakeholders.
- Ensure that the continuous improvement process is in place and functioning effectively.

Appendix W - Toolkit Development Contributors

Project Funder

This project was funded by Public Safety Canada.

Project Sponsor

The Canadian Women's Foundation is Canada's public foundation for gender equality. As the national leader in the movement for gender equality in Canada, the Foundation works to achieve systemic change through funding, research, advocacy, and knowledge sharing. Through its engagement, research, and advocacy work, the Foundation recognized a need to support local authorities in incorporating intersectional gender analysis into emergency management practices.

The Canadian Centre for Safer Communities (CCFSC) is a community of practice created to inspire local action and foster community safety and well-being through national leadership, collaboration, capacity building, and knowledge exchange. CCFSC is guided by a broad concept of community safety and well-being that includes thorough local assessments and planning processes, a variety of preventative measures, multi-sectoral dialogues, and public engagement.

Project Team

The Toolkit project team was selected and assigned by the Foundation and CCSC to produce the Toolkit. The team members equally contributed and managed the project, including research, development, sector engagement, and communication to produce a relevant Toolkit for local authorities. The team was composed of disaster, emergency, and intersectional gender analysis experts who collaborated with the Foundation, CCSC, the Sector Advisory Committee, and sector survey participants to produce the Toolkit. The project team includes:

- Alex Valoroso
 - Senior Specialist in Gender and Social Inclusion for Disaster and Climate Resilience (GenderPro; Rapid Gender Analysis)
 - Master of Arts in Disaster & Emergency Management (Royal Roads University)
- Carmin O'Neal
 - Inclusive Disaster Management, Climate Justice, and Gender Specialist (GenderPro)
 - Master of Arts in Disaster & Emergency Management (Royal Roads University)

Sector Advisory Committee

The project team relied heavily upon its Sector Advisory Committee throughout the Toolkit development process. This team of experts brought diverse perspectives, critical advice, and recommendations on issues specific to emergency management and community

vulnerability. This helped the team develop an applicable and relevant Toolkit for use across local authorities. SAC members supported the inclusion and consideration of broader perspectives and experiences that were crucial throughout the project. We want to thank the following individuals/organizations for their participation in the SAC:

- Adam Lachacz, Hazard Identification and Risk Assessment Analyst, Alberta Emergency Management Agency
- Alishia Ivany, Manager of Health, Safety, and Emergency Planning, Nova Scotia Provincial Housing Agency
- Benjamin Hendriksen, City Councillor, City of Yellowknife
- Cheryl Grove, Community Engagement Coordinator, Office of Reconciliation, Equity, Diversity and Inclusion, Region of Waterloo
- Elisabeth Miller, Saskatoon
- Erin Williams, New Westminster
- Heather Smith, Saskatoon
- Jacob Porter, Climate Adaptation Coordinator, City of Thunder Bay
- John Coyne, Whitehorse
- Katia Tynan, Vancouver
- Katie McPherson, Resilience and Foresight Services, Whitehorse
- Krystle Hamilton, Emergency Management and Business Continuity Officer, City of Winnipeg
- Leah David, Emergency Social Services Officer, Alberta Emergency Management Agency, Government of Alberta, Ministry of Public Safety and Emergency Services
- Lindsay Mullin, Program Coordinator, Safe City & Safe Public Spaces Program, Community Safety Business Unit with Halifax Regional Municipality
- Lorri Laface, Deputy Director of Emergency Management, City of Airdrie
- Louise Godard, Independent Contractor, BC Society of Transition Houses
- Miguel Allain, Kent
- Parminder Kaur Bharta, Master of Social Work Practicum Student, Office of Reconciliation, Equity, Diversity and Inclusion, Region of Waterloo
- Rameesha Qazi, Ottawa
- Sarah Peto, Brandon
- Sasha Atamanenko-Rolston, Saskatoon
- Tiffany Mochinski, Acting Manager Disaster Risk Reduction, Alberta Emergency Management Agency
- Trisha Maciejko, Emergency Preparedness Manager, City of Port Coquitlam
- Zoe Share, Deputy Director, Yellowknife Women's Society

Subject Matter Experts

The project team would also like to extend our sincere appreciation to the subject matter experts who contributed to the testing of the survey and provided additional review for the Toolkit. Their expertise and feedback were essential in refining and enhancing the final product. We are grateful for their valuable input and dedication to ensuring the Toolkit's effectiveness and applicability.

- Bettina Williams - Justice Institute of British Columbia
- Kulpreet Munde, BA (ADES) - Emergency Management Specialist
- Stefanie Di Domenico - Disaster Risk Management Specialist

Sector Survey Respondents

Supported by the Foundation and CCSC, the project team conducted a national survey to gather information about the knowledge, capacity, processes, and use of HRVAs and intersectional gender analysis across municipalities in Canada. The intent of the survey was to:

- Obtain feedback on how to address risks, gaps, opportunities, and challenges in conducting an HRVA.
- Identify opportunities that may be leveraged to address community vulnerability through an HRVA.
- Understand how intersectional gender analysis is being integrated into HRVA processes and identify areas for improvement.
- Obtain insight into how a Toolkit will be most beneficial within the sector.
- Identify ways by which the Toolkit will have a great chance of being implemented by the sector.

Figure 4: Survey participants per location

