

# Aboriginal Disaster Resiliency Planning (ADRP)

Reporting Guide





# Table of Contents

Before You Start.....	1
Aboriginal Resilience and Strategies Report.....	2
What Does the Report Capture? .....	2
When Can I Create and Print the Report? .....	2
How Can I Create the Aboriginal Resilience and Strategies Report? .....	3
Using the Aboriginal Resilience and Strategies Report .....	5
How Can I Use the Aboriginal Resilience and Strategies Report and the Strategy Action Report?.....	6
Hazard, Risk, Resilience and Strategies Report .....	8
What Does the Report Capture? .....	8
When Can I Create and Print the Report? .....	8
How Can I Create the Hazard Risk, Resilience and Strategies Report? .....	9
Using the Hazard Risk, Resilience and Strategies Report .....	11
How Can I Use the Hazard Risk, Resilience and Strategies Report and the Strategy Action Report?.....	13
Frequently Asked Questions.....	15

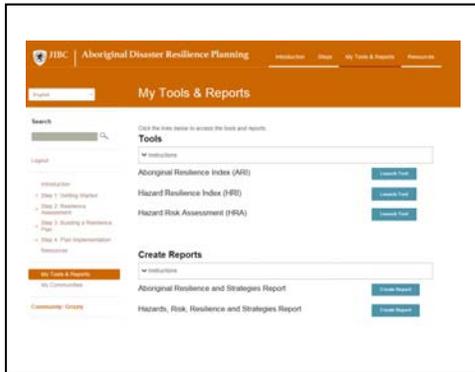


# Before You Start

Welcome to the **Aboriginal Disaster Resiliency Planning (ADRP) Reporting Guide**. This guide provides you with a discussion and summary of the various reports that are available on the ADRP website. There are two listed report functions:

1. **Aboriginal Resilience and Strategies Report**; and the
2. **Hazard Risk, Resiliency and Strategies Report**

These reporting functions can be used to produce many different reports. This Guide, therefore, provides additional information on when and how they can support your ongoing process and short- and long-term mitigation initiatives.



This guide also provides you with some instructions on how to create the actual reports. All reports are created using the two reporting functions listed under the “My Tools and Reports” webpage. However, this screen can be accessed from a number of different points as you move through the ADRP steps and activities.

# Aboriginal Resilience and Strategies Report

## What Does the Report Capture?

Any, or all, of the information that you have entered into the ADRP website dealing with Aboriginal Resilience, through the Aboriginal Resilience Index (ARI) can be viewed, filtered, saved and printed through this reporting function.

Once you have completed the ARI, you can use the findings from this process to access potential strategies to strengthen your community's resilience and its disaster management program. The Aboriginal Strategies (ARS) are displayed, considered, and chosen by you and your committee through the Aboriginal Resilience and Strategies Report.

Further to this, your committee may decide to choose one or more strategies to implement as part of your community's Action Plan over the next six months or year. Once you have chosen those strategies you wish to implement as part of the Action Plan, you can then create an Action Plan Report.

Thus, the reporting functions allow you to share your findings with others on your committee and with your community at large at every step of the process. It is also important for you to recognize that what you choose to share with others is totally under your control.

## When Can I Create and Print the Report?

You can create the report as soon as you have entered and saved any information dealing with Aboriginal Resiliency.

For example, if you had reviewed and rated the resiliency of your community based on two dimensions listed under Community Resources (see example on the right):

- Our community is close and involved
- Our community is diverse in skills, knowledge and fostering tradition

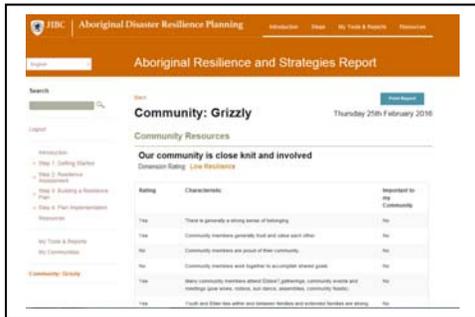


Community Resources

The first section of the ARI, Community Resources, outlines community characteristics associated with the quality and strength of community members' connections to each other, and the self-reliance, self-determination and self-sufficiency of the community. It also includes other characteristics of community functioning such as the presence of effective leadership, inclusive decision-making processes, and open, clear, and transparent communication channels also influence resilience. The indicators (checkbox statements) in this section of the ARI help create a complex and comprehensive picture of how well a community functions, how they are likely to adapt to disruption or the loss of important services (e.g., food transportation, electricity), how effectively they can communicate and make decisions in a crisis, and the diversity and accessibility of resources, services, skills, expertise, and equipment that can be called on to prepare for, respond to, or recover from a disaster.

- Our community is close knit and involved
- Our community is self-sufficient and resourceful
- Our community is diverse in skills, knowledge and fostering tradition
- Our community has a strong health and social support system
- Our community has strong local leadership and governance
- Our community is stable and sustainable

you could decide to run a report to acknowledge what was entered into the database, print and save the report. The report will be viewable on your computer screen (see example on the left) and



then you can decide whether to save the report to a Portable Document Format (pdf) file on your computer, export it to “Comma Separated Values” (CSV), which is suitable for saving to an Excel file (or other similar spreadsheet applications), and/or print the report. However, most of the time you will want to create a report once you have completed several dimensions so that you can contrast and compare the various findings.

## How Can I Create the Aboriginal Resilience and Strategies Report?

The Aboriginal Resilience and Strategies Report can be created directly from:

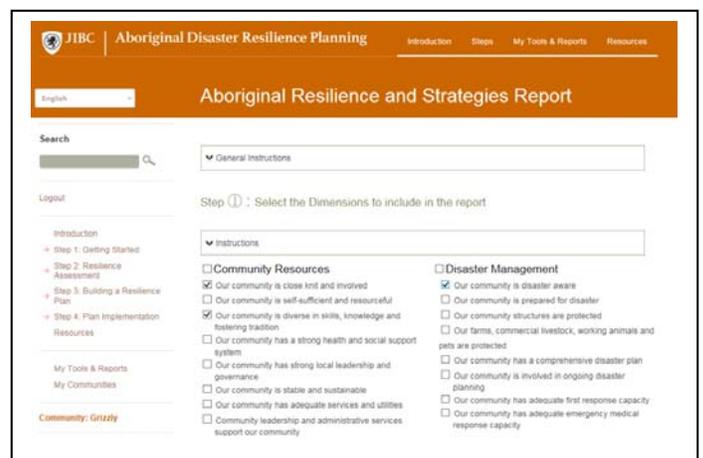
- the Aboriginal Resilience Index (ARI) Tool (Step Two – Activity 4);
- the Aboriginal Resilience Strategies (ARS) Tool (Step Three – Activity 3); as well as
- the “My Tools and Reports” screen which is available from the Toolbar at the top of all ADRP screens.

No matter where you initiate the request to print a report, it will take you to the same report function.

### Creating the Report – Part One

The first task is to identify what you want to include in the report based on the ARI dimensions that you have completed. Remember that you can include all or some of the dimensions.

Based on the example on the right, let us presume that you have completed two dimensions under Community Resources and one dimension under Disaster Management. The report will only include the dimensions that you have checked off.



## Creating the Report – Part Two

The next part is to consider what indicators you would like to include. Scroll down the page. By default, the system chooses those dimensions where you had indicated either a high or low level of resiliency (see example to the right). However, you can choose to only consider one or all of the various indicators. Just click on or off the indicators you wish to include.

## Creating the Report – Part Three

If you scroll down further on the page the system will ask you to select the characteristics you would like to include in the report (see example on the right). When you were rating the dimension(s) you had the opportunity to complete your ratings for all of the characteristics listed for each dimension (see example below). In this case, the dimension was rated as one of “low resilience,” but the questions dealing with characteristics were answered with responses ranging from “Yes,” “No,” “Needs Info” or “Not Applicable.”

Our community is close knit and involved		DIMENSION RATING				FACTORS	This is important to my community	
Yes	No	Needs More Info	Not Applicable	High Resilience	Low Resilience			Needs Info
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

If you want your report to include all of the characteristics, regardless of how the questions were answered, then you should indicate “Yes” to “Include all Characteristics for chosen Dimensions.”

In some cases you may not have answered all of the questions, and left some blank. If you want the characteristics which have yet to be answered to all be included in the report, then you should indicate “Yes” to the second question.

When you were completing the ARI you may have indicated that one or more characteristics were “Important to my community.” If you would like this factor to be included in your report, you should indicate “Yes” to the third question.

## Creating the Report – Part Four

The last step in the process requires you to determine if you are ready to review the potential resiliency strategies that are available to your community based on the domains that you have chosen (see example to the right). The default is set at “Yes,” so if you are not ready to review the strategies, then click on “No.”

You are now ready to “Generate Report.” Don’t worry about making a mistake or missing some element for consideration. The report is completely viewable on your computer screen before you have to determine whether or not you wish to save or print the report. If you have made an error or now wish to include some additional information, just go back and rerun the report with the elements you do (or do not) want to include.

The screenshot shows two configuration steps. Step 3, 'Characteristics to include', has a dropdown for 'Instructions', radio buttons for 'Include all Characteristics for chosen Dimensions' (Yes/No) and 'Include Characteristics not yet rated' (Yes/No), and a checkbox for 'Filter By: Important to my community'. Step 4, 'Strategies', has a dropdown for 'Instructions' and radio buttons for 'Include Aboriginal Resilience Strategies' (Yes/No). A 'Generate Report' button is at the bottom right.

## Using the Aboriginal Resilience and Strategies Report

The first part of the report displays the characteristics for the first dimension you chose to include in your report (see example to the right). All of the values that you entered into the ARI are captured at this time.

If you are not ready to consider potential strategies to strengthen your community, and if you did not indicate that you wanted to include strategies, then after you have reviewed all of the chosen dimensions and characteristics, you should scroll to the bottom of the page. At the bottom of the page you will see three boxes (see example at the right). You are prompted to either save to a pdf file on your computer, export the findings to a CSV format, or print the report. Click on the option you wish to use and your report is ready to use.

The screenshot shows the report header for 'Aboriginal Disaster Resilience Planning' and 'Aboriginal Resilience and Strategies Report' for the 'Grizzly' community. It includes a search bar, a table of 'Community Resources' with columns for 'Rating', 'Characteristics', and 'Important to Community', and a 'Community Details' section.

Rating	Characteristics	Important to Community
Yes	There is generally a strong sense of belonging.	No
Yes	Community members generally help and assist each other.	No
No	Community members are proud of their community.	No
No	Community members work together to accomplish shared goals.	No
Yes	Many community members attend (don't) gatherings, community events and meetings (past events, online, and in-person, assemblies, community events).	No
Yes	Health and Social Services and various facilities and services (schools, libraries, etc.) are strong.	No

The screenshot shows three buttons at the bottom of the report: 'Save as PDF', 'Export to CSV', and 'Print Report'.



If you have chosen to review the potential strategies for the dimensions you have selected, you will see a second part to the report. This part displays all of the potential strategies you may wish to include as part of your community’s mitigation plan (see example at right). You will notice that by default all of the strategies are checked off. It will be up to you and your committee and community to decide what strategies you want to make a priority.



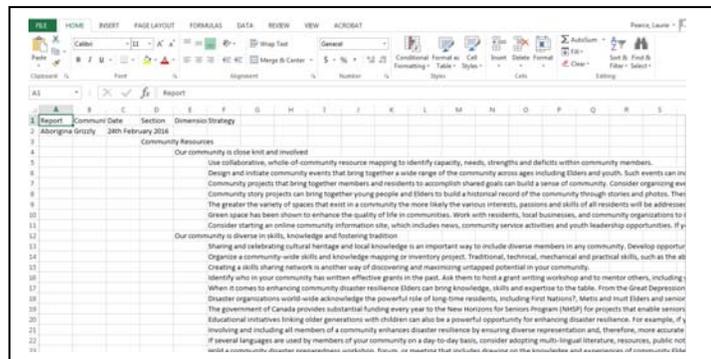
If you are not ready to make any selections of resilience strategies then simply scroll to the bottom of the report.

At the bottom of the page you will see four boxes (see example at the right). You are prompted to either save to a pdf file on your computer, export the findings to CSV (suitable for saving in an Excel file), or print the report. Even though you have not chosen any strategies at this point, if you wish to save the potential strategies to a CSV format, then select the **Strategy Action Report** at this time. You will then be able to save the **Strategy Action Report** (which will record all the potential strategies) to a CSV format. Otherwise, click on the option you do wish to use and your report is ready to use.



If you are ready to select various strategies, then click on the strategies that you **don't** want to include as priorities, so that all those that are indicated with a check mark are the ones you want to have included in your Action Plan. When you have finished making your selections, then scroll down to the bottom of the screen and select **Strategy Action Report**.

Note that as per the above situation, you cannot save your strategies directly to a CSV format. First you must create the **Strategy Action Report** and then you can select to save to a CSV format (see example on the right). Otherwise, your strategies will be displayed in your printout or pdf.



## How Can I Use the Aboriginal Resilience and Strategies Report and the Strategy Action Report?

There are many potential uses of these reports. The first, and probably most used reason for creating a report, is to have available in a printed, saved pdf or CSV format the work you have accomplished in your committee and to facilitate sharing this work with your community. Having all



of the information in one report greatly simplifies your work as you don't have to review multiple documents to get the whole picture.

In many cases, the real concern resides with those dimensions where you have indicated that you have a low degree of resilience. Those are the areas where you would want to set priorities for action. Thus, when you create your report, only choose those dimensions where there is a low level of resiliency.

Additionally, if there are a number of these concerns that are really important to your community you can choose to include in your report only those characteristics for the low resilience dimensions that have been flagged as being important to your community. This feature allows you to catalogue or consider various ways to evaluate and review your findings.

You can also use various filtering tools to create additional customized reports. For example, you may have found that as you were completing your ARI that there were numerous items for which you had insufficient information to complete the assessment. You could then choose to only select those characteristics (see example to the right) for which you have indicated "Need Info." Then, indicate that you don't want all of the characteristics. When you print the report you will have a list of all of the characteristics where you will need to find available sources to assist you in completing your assessment.

The screenshot shows a two-step configuration process. Step 2, titled "Select the Indicator rating to include", features a dropdown menu for "Instructions" and a "Dimension Rating" section with radio button options: "Select All", "High Resilience", "Low Resilience" (which is selected), "Needs Info", "Not Applicable", and "Not Yet Rated". Step 3, titled "Characteristics to include", also has a dropdown for "Instructions" and two radio button options: "Include all Characteristics for chosen Dimensions" (with "Yes" and "No" sub-options, where "No" is selected) and "Include Characteristics not yet rated" (with "Yes" and "No" sub-options, where "Yes" is selected). A "Filter By: Important to my community" checkbox is also present and is currently unchecked.

Remember there is no downside to experimenting – none of the reporting functions will affect your data in any way. Try choosing different characteristics and indicators and running the report. The more you become comfortable with the reporting functions the easier it will become to create the reports that are of most use to you.

# Hazard, Risk, Resilience and Strategies Report

## What Does the Report Capture?

Any, or all, of the information that you have entered into the ADRP website dealing with Hazards, Risks and Resilience, through the Hazard Risk Analysis (HRA) or the Hazard Resilience Index (HRI) can be viewed, filtered, saved and printed through this reporting function.

Once you have completed the HRI, you can use the findings from this process to access potential strategies to strengthen your community's resilience and its disaster management program. The Hazard Resilience Strategies (HRS) are displayed, considered and chosen by you and your Committee through the Hazard Risk, Resilience and Strategies Report.

Further to this, your Committee may decide to choose one or more strategies to implement as part of your community's Action Plan over the next six months or year. Once you have chosen those strategies you wish to implement as part of the Action Plan, you can then create an Action Plan Report.

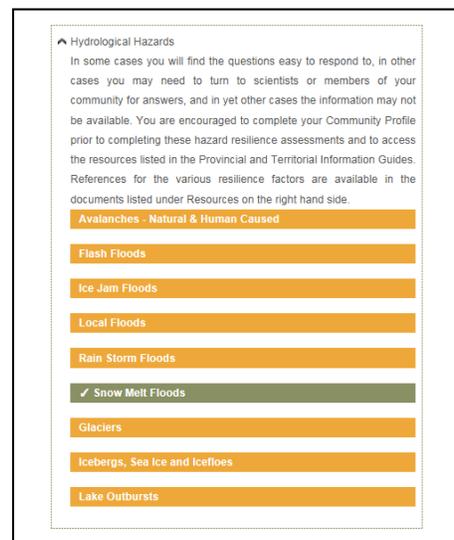
Thus, the reporting functions allow you to share your findings with others on your committee and with your community at large at every step of the process. It is also important for you to recognize that what you choose to share with others is totally under your control.

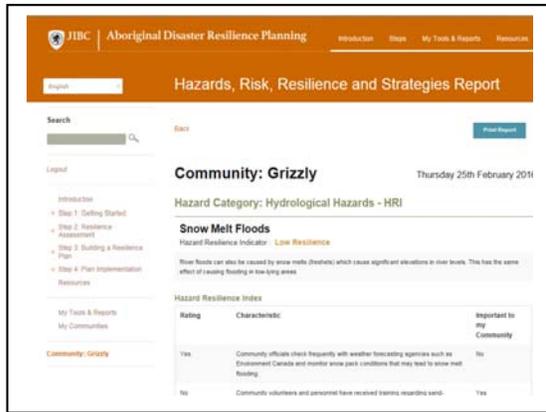
## When Can I Create and Print the Report?

You can create this report as soon as you have entered and saved any information dealing with Hazards, Risk and Resiliency.

For example, if you had reviewed and rated the resiliency of your community based on a hazard listed under the Hazard Resilience Index (see example on the right):

- Snow Melt Floods





you could decide to run a report to acknowledge what was entered into the database, print and save the report. The report will be viewable on your computer screen (see example on the left) and then you can decide whether to save the report to a Portable Document Format (pdf) file on your computer, export it to “Comma Separated Values” (CSV), which is suitable for saving to an Excel file (or other similar spreadsheet applications), and/or print the report. However, most of the time you will want

to create a report once you have completed several dimensions so that you can contrast and compare the various findings.

## How Can I Create the Hazard Risk, Resilience and Strategies Report?

The Hazard Risk, Resilience and Strategies Report can be created directly from:

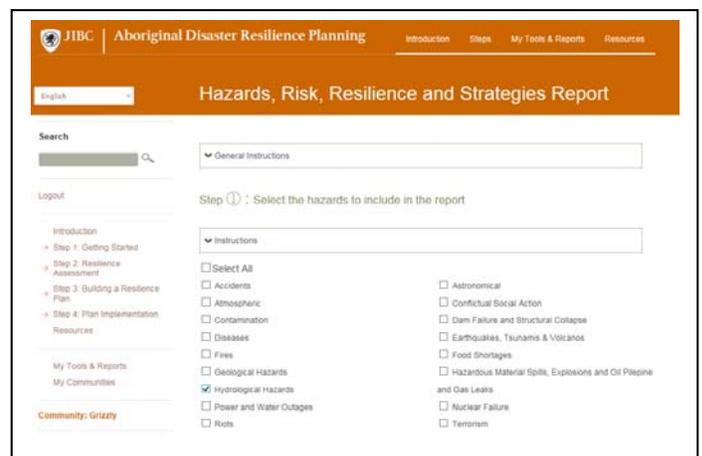
- the Hazard Risk Analysis (HRA) Tool (Step Two – Activity 1);
- the Hazard Resilience Index (HRI) Tool (Step Two – Activity 4);
- the Hazard Resilience Strategies (ARS) Tool (Step Three – Activity 3); as well as
- the “My Tools and Reports” screen which is available from the Toolbar at the top of all ADRP screens.

No matter where you initiate the request to print a report, it will take you to the same report functions.

### Creating the Report – Part One

The first task is to identify what you want to include in the report based on the HRA hazard categories that you have completed. Remember that you can include all or some of the hazards.

Based on the example on the right, let us presume that you have completed hydrological hazards. The report will only include the hazards that you have checked off.



## Creating the Report – Part Two

The second task is to identify what you want to include in the report based on the HRI hazard categories that you have completed. Remember that you can include all or some of the hazards.

Based on the example on the right, let us presume that you have completed hydrological hazards. The report will only include the hazards that you have checked on.

Step ② : Select the Indicator rating to include

▼ Instructions

Hazard Risk Indicator	Hazard Resilience Indicator
<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
<input checked="" type="checkbox"/> High Risk	<input checked="" type="checkbox"/> High Resilience
<input checked="" type="checkbox"/> Low Risk	<input checked="" type="checkbox"/> Low Resilience
<input type="checkbox"/> Needs Info	<input type="checkbox"/> Needs Info
<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Not Yet Rated	<input type="checkbox"/> Not Yet Rated

## Creating the Report – Part Three

The next part is to consider what indicators you would like to include. Scroll down the page. By default, the system chooses those hazards where you had indicated either a high or low level of risk or resiliency (see example to the right). However, you can choose to only consider one or all of the various indicators. Just click on or off the indicators you wish to include.

Step ② : Select the Indicator rating to include

▼ Instructions

Dimension Rating

Select All

High Resilience

Low Resilience

Needs Info

Not Applicable

Not Yet Rated

## Creating the Report – Part Four

If you scroll down further on the page the system will ask you to select the factors you would like to include in the report (see example on the right). When you were rating the hazard(s) you had the opportunity to complete your ratings for all of the factors listed for each hazard (see example below).

**Snow Melt Floods**

HAZARD RESILIENCE INDICATOR  High Resilience  Low Resilience  Needs Info  Not Applicable

Yes No Needs More Info Not Applicable

FACTORS

This is important to my community

<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Community officials check frequently with weather forecasting agencies such as Environment Canada and monitor snow pack conditions that may lead to snow melt flooding.	<input type="checkbox"/>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Community volunteers and personnel have received training regarding sand-bagging.	<input checked="" type="checkbox"/>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Community-based snow melt flood exercises have taken place in the community-at-large (e.g., table-top or full-scale exercises).	<input checked="" type="checkbox"/>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Dredging has taken place to avert potential ice jam floods and/or dredging activities are monitored and assessed for their potential to cause submarine slides.	<input type="checkbox"/>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	The community has implemented structural measures to reduce the risk of snow melt flooding, such as building dams, dykes and floodwalls, creating reservoirs or making channel improvements.	<input type="checkbox"/>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	The community has a means for consulting Traditional Knowledge holders about appropriate prevention and responses to snow melt floods and also regarding possible impacts of structural response measures on wildlife and ecosystems.	<input checked="" type="checkbox"/>

Step ③ : Factors to include

▼ Instructions

Include all Factors for chosen Hazards  Yes  No

Include Factors not yet rated  Yes  No

Filter By: Important to my community

---

Step ④ : Strategies

▼ Instructions

Include Hazard Resilience Strategies  Yes  No

[Generate Report](#)

In this case, the hazard resilience was rated as one of “low” but the questions dealing with factors were answered with responses ranging from “Yes,” “No,” “Needs Info” or “Not Applicable.”

If you want your report to include all of the factors, regardless of how the questions were

answered, then you should indicate “Yes” to “Include all Characteristics for chosen Factors.”

In some cases you may not have answered all of the questions and left some blank. If you want the factors which have yet to be answered to all be included in the report, then you should indicate “Yes” to the second question.

When you were completing the HRI you may have indicated that one or more factors were “Important to my community.” If you would like this factor to be included in your report, you should indicate “Yes” to the third question.

## Creating the Report – Part Five

The last step in the process requires you to determine if you are ready to review the potential resiliency strategies that are available to your community based on the hazards that you have chosen (see example to the right). The default is set at “Yes,” so if you are not ready to review the strategies, then click on “No.”

You are now ready to “Generate Report.” Don’t worry about making a mistake or missing some element for consideration. The report is completely viewable on your computer screen before you have to determine whether or not you wish to save or print the report. If you have made an error or now wish to include some additional information, just go back and rerun the report with the elements you do (or do not) want to include.

The screenshot shows a web interface for generating a report. It is divided into two main sections: "Step 3: Characteristics to include" and "Step 4: Strategies".

**Step 3: Characteristics to include**

- Instructions: A dropdown menu.
- Include all Characteristics for chosen Dimensions: Radio buttons for Yes (selected) and No.
- Include Characteristics not yet rated: Radio buttons for Yes (selected) and No.
- Filter By: Important to my community: A checkbox that is currently unchecked.

**Step 4: Strategies**

- Instructions: A dropdown menu.
- Include Aboriginal Resilience Strategies: Radio buttons for Yes (selected) and No.
- Generate Report: A blue button.

## Using the Hazard Risk, Resilience and Strategies Report

The first part of the report displays the risk factors for the first hazard you have chosen to include in your report (see example to the right). All of the factors that you entered into the HRA are captured at this time.

The screenshot shows the "Hazards, Risk, Resilience and Strategies Report" for the Grizzly community. The report is dated Thursday 25th February.

- Community:** Grizzly
- Hazard Category:** Hydrological Hazards - HRA
- Hazard Risk Indicator:** High Risk
- Hazard:** Snow Melt Floods - Natural And Human Caused
- Hazard Risk Assessment:**
  - Rating: Yes
  - Factor: "Are there areas in your community near areas fed by melt quantities of snow/ice in the spring? These melt areas are snow/ice covered with a hard melt-out, increase risk."
  - Rating: Yes
  - Factor: "Are there areas in your community with a water table prone to swell and surrounding surfaces do not absorb water?"

**Hazard Category: Hydrological Hazards - HRI**

**Snow Melt Floods**  
Hazard Resilience Indicator: **Low Resilience**

River floods can also be caused by snow melts (thaws) which cause significant elevations in river levels. This has the same effect of causing flooding in low-lying areas.

**Hazard Resilience Index**

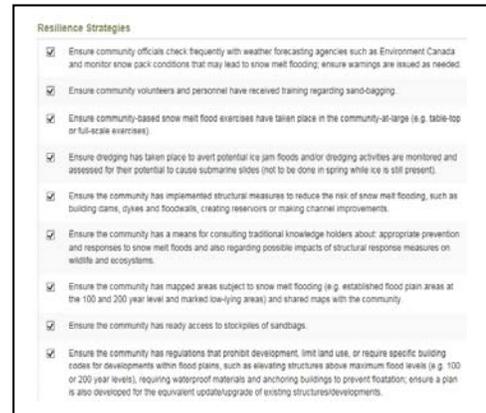
Rating	Characteristic	Important to my Community
Yes	Community officials check frequently with weather forecasting agencies such as Environment Canada and monitor snow pack conditions that may lead to snow melt flooding.	No
No	Community volunteers and personnel have received training regarding sand-bagging.	Yes
No	Community-based snow melt flood exercises have taken place in the community at large (e.g., table-top or full-scale exercises).	Yes
No	Dredging has taken place to avert potential ice jam floods and/or dredging activities are monitored and assessed for their potential to cause submarine slides.	No
No	The community has implemented structural measures to reduce the risk of snow melt flooding, such as building dams, dykes and floodwalls, creating reservoirs or making channel improvements.	No
No	The community has mapped areas subject to snow melt flooding (e.g., established flood plain areas of the 100 and 200 year level and marked low-lying areas) and shared maps with the community.	No

The second part of the report displays the characteristics for the hazard you chose to include in your report (see example to the left). All of the values that you entered into the HRI are captured.

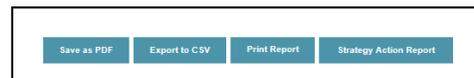
If you are not ready to consider potential strategies to strengthen your community, and if you did not indicate that you wanted to include strategies, then after you have reviewed all of the chosen hazards and factors, you should scroll to the bottom of the page. At the bottom of the page you will see three boxes (see example at the right). You are prompted to either save to a pdf file on your computer, export the findings to a CSV format or print the report. Click on the option you wish to use and your report is ready to use.



If you have chosen to review the potential strategies for the hazards you have selected, you will see a third part to the report. This part displays all of the potential strategies you may wish to include as part of your community’s mitigation plan (see example at right). You will notice that by default all of the strategies are checked off. It will be up to you and your committee and community to decide what strategies you want to make a priority.

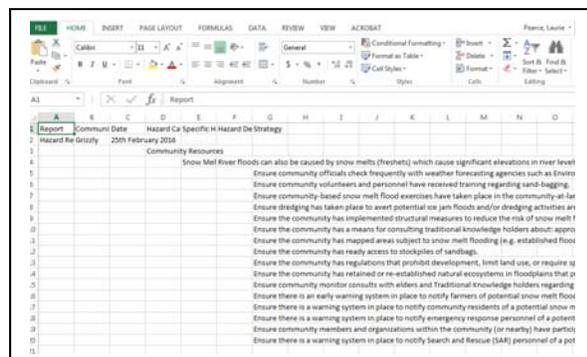


If you are not ready to make any selections of resilience strategies then simply scroll to the bottom of the report. At the bottom of the page you will see four boxes (see example at right). You are prompted to either save to a pdf file on your computer, export the findings to CSV (suitable for saving in an Excel file), or print the report. Even though you have not chosen any strategies at this point, if you wish to save the potential strategies to a CSV format, then select the **Strategy Action Report** at this time. You will then be able to save the **Strategy Action Report** (which will record all the potential strategies) to a CSV format. Otherwise, click on the option you do wish to use and your report is ready to use.



If you are ready to select various strategies, then click on the strategies that you **don't** want to include as priorities so that all those that are indicated with a check mark are the ones you want to have included in your Action Plan. When you have finished making your selections, then scroll down to the bottom of the screen and select **Strategy Action Report**.

Note that as per the above situation, you cannot save your strategies directly to a CSV format. First you must create the **Strategy Action Report** and then you can select to save to a CSV format (see example on the right). Otherwise, your strategies will be displayed in your printout or pdf.



## How Can I Use the Hazard Risk, Resilience and Strategies Report and the Strategy Action Report?

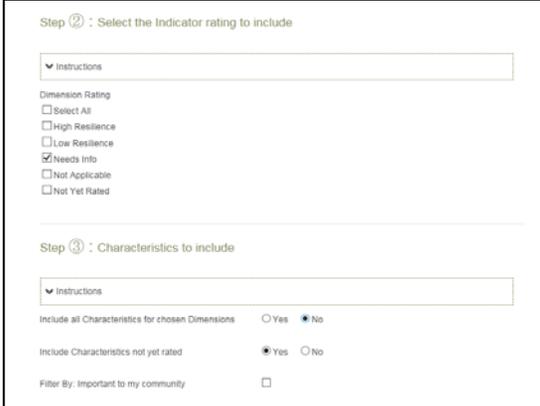
There are many potential uses of these reports. The first, and probably most used reason for creating a report, is to have available in a printed or saved pdf or CSV format the work you have accomplished in your committee and to facilitate sharing this work with your community. Having all of the information in one report greatly simplifies your work as you don't have to review multiple documents to get the whole picture.

In many cases, there is a real concern about those hazards where you have indicated that you have a high risk (HRA). Those are the hazards where you would want to set priorities for action. Thus, when you create your report, only choose those factors where there is a high level of risk.

Sometimes the real concern resides with those hazards where you have indicated that you have a low degree of resilience (HRI). These are also hazards where you would want to set priorities for action. Thus, when you create your report, only choose those dimensions where there is a low level of resiliency.

Additionally, if there are a number of these concerns that are really important to your community you can choose to include in your report only those characteristics for the low resilience hazards that have been flagged as being important to your community. This feature allows you to catalogue or consider various ways to evaluate and review your findings.

You can also use various filtering tools to create additional customized reports. For example, you may have found that as you were completing your HRA or HRI that there were numerous items for which you had insufficient information to complete the analysis. You could then choose to only select those characteristics (see example to the right) for which you have indicated "Need Info." Then, indicate that you don't want all of the characteristics. When you print the report you will have a list of all of the characteristics where you will need to find available sources to assist you in completing your analysis.



The screenshot shows a two-step filtering process. Step 2, titled "Select the Indicator rating to include", features a dropdown menu for "Instructions" and a list of radio button options: "Select All", "High Resilience", "Low Resilience", "Needs Info" (which is selected), "Not Applicable", and "Not Yet Rated". Step 3, titled "Characteristics to include", also has a dropdown for "Instructions" and three radio button options: "Include all Characteristics for chosen Dimensions" (with "Yes" and "No" sub-options), "Include Characteristics not yet rated" (with "Yes" and "No" sub-options), and "Filter By: Important to my community" (with a checkbox).

One of the very effective uses of the reporting functions will be to identify those hazards where there is a high risk and a low level of resilience. These will most likely be your top priorities for mitigation strategies. At the opposite end you can request a report on your low risk and high resilience hazards. Although it would certainly be possible for one of those hazards to result in a disaster, the chances are that you could leave those hazards to one side to be dealt with later, once the high risk/low resilience hazards had been reviewed and acted upon.



The best way to become comfortable using the Hazard, Risk, Resiliency and Strategies Report is to experiment and try various combinations and options. Remember – none of the reporting functions will affect your data in any way. The more you become comfortable with the reporting functions, the easier it will become to create the reports that are of most use to you.

# Frequently Asked Questions

**I generated a report but none of the ARI dimensions I had rated showed up on the report! What happened?**

Don't panic. This usually occurs because although you rated the various characteristics listed for the various dimensions, you forgot to also rate the overall dimension at the top of the screen. If you did not rate the dimension, and you included *only those dimensions for which there was a high or low resilience*, then nothing will show up on the report. Simply go back and rate the dimension(s) and rerun the report.

Our community is close knit and involved

DIMENSION RATING  High Resilience  Low Resilience  Needs Info  Not Applicable

Yes No Needs More Info Applicable

FACTORS

This is important to my community

- There is generally a strong sense of belonging
- Community members generally trust and value each other.
- Community members are proud of their community.
- Community members work together to accomplish shared goals.
- Many community members attend Elders?,gatherings, community events and meetings (pow wows, rodeos, sun dance, assemblies, community feasts).
- Youth and Elder ties within and between families and extended families are strong.
- The community offers a wide-range of recreational, cultural, spiritual and traditional activities.
- Many community members participate in community groups, churches, spiritual gatherings and other shared activities.
- Many community members are motivated to get involved in problem solving at the

*\*\*Note that the same issue may occur when completing the HRA or HRI.*

**I went through and selected the strategies I wanted to include as part of my Action Plan but when I went to save them in a CSV format to keep in an Excel spreadsheet none of them showed up?**

At this time, strategies can only be saved in a CSV format if you first create the **Strategy Action Report** and then save to a CSV format.

**There are some good strategies that have been listed that I would like to use, but my community has identified some additional strategies that we would like to use. How can I add these strategies to the list?**

While you can't add strategies to the saved databases, nor to the pdf files, you can easily save the strategies to a spreadsheet using the CSV format. Once they are saved to a spreadsheet it is then easy to add additional ones, save, and print directly from the spreadsheet.

**I have saved my report, which included areas where I needed more information. I now have sufficient information to change my original answer. How can I update my report?**

In order to update your report you will have to go back to the ARI, HRA or HRI tools. Go back to the dimension or hazard where you want to make a change. Make the change in the appropriate tool. Once the change is made, enter "Update" on the screen. Then rerun the report and the changes will be reflected in the report.