Detailed Planning – Options Analysis

This template has been developed to assist with the Options Analysis step of the detailed planning process. It should be used to record the Planning team’s analysis and conclusions, and as an agenda for a planning meeting.

This template consists of a series of steps. The aim is to discuss each step, recording the conclusions reached from the discussion. The final step is for the Planning team to brief the Controller on its deductions.

Inputs

The main inputs into Options Analysis are;

* Controller’s selected response options
* HEA most likely and most dangerous hazard scenarios
* HEA data
* Situation information.

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| Step 1: Situation Update |
| The Planning team representatives update each other on any changes in their function or agency areas;   1. Planning timeline (Planning rep) 2. Hazard and environment information (Intelligence rep) 3. Response situation changes (Operations/Welfare reps) 4. Resource changes (Logistics rep and Liaison Officers) 5. Media changes (PIM rep) 6. Agency updates (Liaison Officers) |
| Step 2: Gather materials, data and appointments |
| 1. Gather material and data   Material and data needed for testing includes:   1. Response option statements 2. Hazard most likely scenario 3. Hazard most dangerous scenario 4. Map of the area of operations and area of interest 5. Markers or symbols to represent hazard consequences, response elements and the affected population 6. Notepaper or device to record findings 7. Appointments   The following appointments will be needed:   1. Facilitator 2. Response Option tester (1 for each option) 3. Hazard scenario tester 4. Scribe |
| **Step 3: List assumptions** |
| If any assumptions are still outstanding for the response options, list these so that they are clear to all staff taking part in the testing. |

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| Step 4: Determine method of testing |
| 1. Testing timetable   Determine which response options will be tested against which hazard scenarios, and to what level of detail.   1. Testing criteria   Establish the criteria that the response options will be evaluated against. |
| Step 5 Test the option and assess results |
| 1. Testing   Run each test, matching a response option to a hazard scenario, using the ‘Action-Action-Review’ format.   1. Modify response options   Note the weaknesses of the response options, and modify them to address the weaknesses.   1. Rating and ranking   After testing is complete, rate each response option against the criteria selected, and then compare all of the response options. If possible, select a most preferred option.   |  |  |  |  | | --- | --- | --- | --- | | Criteria | Option 1 | Option 2 | Option 3 | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | Total Scores |  |  |  | |
| Step 6: Brief Controller |
| Brief the Controller on each option, its advantages and risks. Recommend the response option(s) that the team considers most suitable. The briefing should proceed as follows:   |  |  | | --- | --- | | Subject | Speaker | | Purpose of briefing, time analysis | Response Manager or Planning rep | | Conduct: the method of testing selected and degree it was carried out | Response Manager or Planning rep | | Outcome of testing: Results, modifications | Facilitator | | Ranking table and criteria used | Facilitator | | Preferred Option, including risks and vulnerabilities | Response Manager or Planning rep |   At the conclusion of this brief, the Controller will direct one option to be used as the basis for detailed planning. There may be a requirement to develop this as a brief to governance and management, to gain their approval. |