Quick Planning – Options Development template

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

The template consists of a series of questions. The aim is to discuss each question, 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 Development are:

* Controller’s guidance from Objective Analysis
* Objective Analysis conclusions
* List of Information Requirements
* Hazard and Environment Analysis (HEA) data
* Situation information.

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| Initial Action: Situation review |
| The Planning team representatives update each other on any changes in their function or agency areas:* Planning timeline (Planning rep)
* Hazard and environment information (Intelligence rep):
* Response situation changes (Operations/Welfare reps):
* Resource changes (Logistics rep and Liaison Officers):
* Media changes (PIM rep)
* Agency updates (Liaison Officers)
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| Question 5: Where can we best accomplish each task? |
| * For each broad response option, go over the list of tasks and determine where each task can be best accomplished
* For those that don’t require a physical location, put them to one side for now.

At this stage, the broad response options developed in Objective Analysis can start to be drafted using the option statements found in on page 129. |
| Key outputs: Draft option statements |

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| Question 6: What resources are available, and what do we need to accomplish each task? |
| * Determine what resources are available for the response, either immediately, or within a useful timeframe.
* Determine what resources are needed to accomplish each task.

Any resource shortfalls can be resolved by sequencing the use of a resource (in the next step), by issuing Resource Requests or by deciding not to carry out a particular task.The draft option statements developed in Question 5 can be updated. |
| Key outputs: Assigned resources |
| **Question 7: When and where do the actions take place in relation to each other?** |
| * Determine where and when tasks and response actions take place, in a logical sequence.
* Determine which of the resource shortfalls identified at Question 6 can be met by sequencing the use of resources, or by deleting the task. The other shortfalls will require Resource Requests to be issued.
* Update response option statements. The Logistics rep should determine how each of the response options will be supported. The PIM rep will develop key messages for each one.
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| Key outputs: Updated response option statements, timeline, Resource Requests |
| Final Step: Brief Controller  |
| This step is only necessary if the Controller has not been part of the discussion. Prepare an Options Development briefing for the Controller, in order to confirm the deductions made. The briefing should proceed as follows:

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| Subject | Speaker |
| Purpose of briefing, time analysis | Response Manager or Planning rep |
| Changes to hazard and environmental information, most dangerous and most likely hazard scenarios (if developed)  | Intelligence rep |
| Brief on each option statement, giving a verbal and graphic description of how operations will proceed | Planning rep |
| Logistics supporting concept | Logistics rep |
| PIM concept and key messages | PIM rep |

At the end of this brief, the Controller may modify and/or confirm these options, allowing the Planning team to move onto the next step. If the Controller rejects these options, the Planning team returns to the start of this procedure. |