Action Plan template

***Action plan details***

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| Name of field | Comments |
| Coordination centre | Coordination centre issuing the Action Plan (include agency) |
| Type of report | Action Plan |
| Action Plan number | Include a hash (#) (updates are indicated by adding .1, .2 etc.) |
| Emergency | Type of emergency and location, and time |
| Date and time issued |  |
| Operational period covered | Date/time Action Plan covers (start and finish) |

***Main body***

| Name of field | Comments |
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| Summary of incident | A summary of the hazard consequences, environment and response actions to date, including the most dangerous and most likely hazard scenarios. This is based on the HEA and SitReps. |
| Mission | Mission statement |
| Intent | Give the intent, best stated as a method, key tasks and endstate. |
| Designated tasks | Specific tasks and timings for each agency under the plan |
| Limiting factors | Matters that may or will limit options, timeframes, outcomes |
| Coordination measures | Times, locations, boundaries, and other measures designed to coordinate the response |
| Resource needs | Who will provide what and when they will do it – including: supply, personnel, equipment, transport |
| Information flow | Who needs to know and who has information we need. May include information collection plan (or this may be an appendix) |
| Public information plan | Outline of intended public information processes and outputs. This may be an appendix. |
| Communications plan | Frequencies, purpose, coverage, role cellphone numbers, communications schedule, etc. |
| Organisation | List/organisation chart of key roles, contact details, and rosters of people assigned to the roles |
| Appendices | Specialist functions, lists, tables, maps, etc. Suggested appendices include response map, operational schedule, PIM, logistics and welfare. |

***Approval and distribution***

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| Name of field | Comments |
| Action Plan prepared by | Name (and rank if applicable), response role, signature, and contact details |
| Action Plan approved by | Name (and rank if applicable), response role, signature, and contact details of response element’s Controller |
| Distribution | Include CIMS functions, all partner agencies representatives at the CC, and any other activated sub-functions |