Controller Preliminary Scoping Template

|  |  |  |  |
| --- | --- | --- | --- |
| Reference number |  | Date | [201X-month(xx)-day(xx)] |
| Issuing Coordination Centre | [name here] | Emergency |  |
| Prepared by | [name and role] | Approved by | Controller [name] |

|  |
| --- |
| High Level Intent |
| Higher response level Controller’s intent:  [Controller’s understanding of how higher response level Controllers want the response to proceed. N/A if this is not applicable]  Governance outcomes:  [Controller’s understanding of what governance want the situation to be when the response is completed] |
| Response objectives |
| [Controller’s selection of the response objectives. These may only be draft at this stage. Also describe which response objectives will apply to a particular Action Plan] |
| **Timelines and responsibilities** |
| Time for the Action Plan to be written and distributed:  Action Plan start time:  Action Plan end time:  Planning responsibilities (additional to SOPs): |
| Hazard appraisal |
| Primary hazard:  Additional hazards to plan for: |
| Broad response options |
| *[If the Controller has determined any response options for consideration, note them here]* |
| Information Requirements |
| List any Information Requirements that the Controller or key staff determine must be filled.   1. *[Information Requirement 1]* 2. *[Information Requirement 2]*   *etc* |