Developing response planning procedures

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|  | Response planning procedures describe what planning activities are intended to be carried out during a response, and how to prepare for them. This appendix summarises what needs to be included.  When the response planning procedures are prepared, they must be approved by the CDEM Group Manager (if planning is taking place at a Group level) or the EM Officer (if planning is taking place at a local level). |

Content

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| --- | --- |
| Coordination Centre structure | Describe the overall Planning team structure, including:   * the coordination centre structure * Planning’s role within the coordination centre structure, and * Planning team structure, including function and support agency representatives who will be attached to the Planning team during a response. |

Individual Procedures

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|  | Include the processes and documentation identified in the Response Planning in CDEM Director’s Guideline (Section 4, Readiness). This can be as descriptions with references, or as complete documents as appendices (see Appendix E, Planning readiness checklist for a full list). This should include the items listed in Table 1 and Table 2.  Note: All references are to sections in the *Response Planning in CDEM Director’s Guideline.* |

Table 1 Procedures to include

| Topic | Content to include |
| --- | --- |
| Role descriptions | Role descriptions of all positions in Planning, including support agency representatives |
| Planning process | Based on the planning process in Section 3 *Planning processes*. |
| Hazard and Environment Analysis (HEA) | * This should be placed in the *Intelligence* *CDEM Plan*, as it is an intelligence process. * Whichever document it is included in, it should be based on the process in Appendix A *Hazard and Environment Analysis (HEA)*. |
| Activation procedure | See Appendix F *Planning response procedure*. |

Table 2 Appendices to include

| Appendices | Content to include |
| --- | --- |
| Templates | See Appendix C Templates. |
| Databases | See Section 4.1 *Gathering information*. |