

EVENT-DRIVEN OPERATIONAL SCENARIO PLANNING TEMPLATE

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EVENT NAME	EVENT DATE	EVENT TIME

EVENT DESCRIPTION

EXECUTIVE SUMMARY

LOCATION(S) AFFECTED

List the locations or departments that would be impacted by the event.

LOCATIONS/DEPARTMENTS		LOCATIONS/DEPARTMENTS	

PROBABILITY RATING

Assess the likelihood that the event will occur, i.e., Low, Medium, High.

POTENTIAL IMPACTS

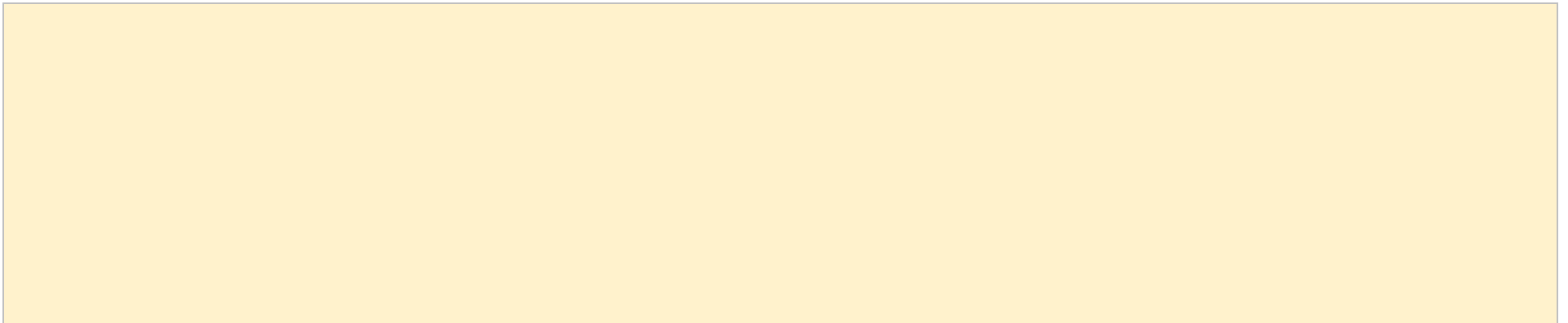
PREVENTIVE MEASURES



RESPONSE PLAN



RECOVERY STRATEGIES



COMMUNICATION PLAN

Establish how you would share information before, during, and after the event. Outline communication strategies and channels for all stakeholders.

OBJECTIVES	GOALS	STRATEGY	ACTIVITES	RESPONSIBLE PARTY
Outline the primary goals and objectives of the scenario plan. Clearly define what the plan aims to achieve in terms of readiness, response, and recovery.	Enumerate the specific outcomes the plan seeks to accomplish. List the results that would indicate the successful management of the scenario.	Describe the overall approach to achieving the goals. Explain the strategic methods that you would use in scenario prevention, response, and recovery.	Detail the key actions you would take as part of the strategy. Describe each significant step involved in the scenario plan, from preventive measures to recovery efforts.	Assign responsibility for each activity.

TRAINING AND EXERCISES

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REVIEW AND UPDATE SCHEDULE

Set times for reviewing and updating the plan. Determine how frequently you would revisit and revise the scenario plan.

SCHEDULE VERSION	REVIEW DATE	REVIEW TIME	UPDATE DUE	NOTES

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