**[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=12075&utm_source=template-word&utm_medium=content&utm_campaign=Event-Driven+Operational+Scenario+Planning-word-12075&lpa=Event-Driven+Operational+Scenario+Planning+word+12075)EVENT-DRIVEN OPERATIONAL   
SCENARIO PLANNING TEMPLATE**

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| --- | --- | --- | --- | --- |
| EVENT NAME |  |  | EVENT DATE | EVENT TIME |
| Specify the name of the event or scenario you are planning for. | | | MM/DD/YY | 12:00 AM |
| EVENT DESCRIPTION |  |  |  |  |
| Provide a brief overview of the event. Describe the nature of the scenario as well as its potential impact on operations. | | | | | |
| EXECUTIVE SUMMARY |  |  |  |  |
| Provide a high-level overview of the scenario planning document. | | | | | |

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| LOCATION(S) AFFECTED | | | |  | | |
| List the locations or departments that would be impacted by the event. | | | | | | |
| **LOCATIONS/DEPARTMENTS** | | | | | **LOCATIONS/DEPARTMENTS** | | | | | |
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| PROBABILITY RATING | | | | |  | | |
| Assess the likelihood that the event will occur, i.e., Low, Medium, High. | | | | |  | | |
| **Probability** | | | | |  | | |
| POTENTIAL IMPACTS |  | |  | | |  | | | |  |
| Describe the event's possible impacts (including its effect on operations). | | | | | | | | | | |

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| PREVENTIVE MEASURES | |  |  |  |
| Outline steps to prevent or mitigate the event. List any actions that you can take in advance to lessen the event's impact. | | | | |
| RESPONSE PLAN |  |  |  |  |
| Develop a plan for responding to the event if it occurs. Describe the immediate steps you would take in response to the event. | | | | |
| RECOVERY STRATEGIES | |  |  |  |
| Define how you would resume normal operations after the event. Plan for the recovery process, including all the steps you would take to return to normal operations. | | | | |

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| KEY RESOURCES | |  | |
| Identify the resources you need for response and recovery. | | | |
| **KEY PERSONNEL** | **NECESSARY EQUIPMENT** | | **NECESSARY MATERIALS** | | **ADDITIONAL NECESSARY RESOURCES** |
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| 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. |
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| TRAINING AND EXERCISES |  |  |  |
| Plan for any training or drills related to the scenario. Schedule any necessary training sessions or simulation 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** | |
| 1.00 | MM/DD/YY | 12:00 AM | MM/DD/YY |  | |
| 1.10 | MM/DD/YY | 1:00 AM | MM/DD/YY |  | |
| 1.20 | MM/DD/YY | 2:00 AM | MM/DD/YY |  | |
|  | MM/DD/YY | 3:00 AM | MM/DD/YY |  | |
|  | MM/DD/YY | 4:00 AM | MM/DD/YY |  | |

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