**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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