

Contingency Planning

Mar 31, 2020



Contingency plan development

Plan hierarchy

Crisis management plan (CMP)



Contingency plan



Processes and procedures (SOPS & toolkit)

The CMP

- The top-level planning document for the organization.
- Outlines the overall decision-making and C2 for the organization.
- Your response OS

Contingency plans

- Built for a specific situation.
- Identifies scenarios, triggers, DPs
- Maps out potential CoAs
- Executed using the directives in the CMP and the relevant tools

Processes / procedures / SOPs

- Individual tools to complete an action
- Can be used individually or in combination to complete actions in contingency plan

Contingency plan development

Plan development

- Achieve best understanding possible
- Define the desired end state and objectives
- Identify potential development paths
- Identify Courses of Action (CoA)
- Identify triggers and decision points
- Map out top-level response for each pathway / contingency
- Allocate resources
- Review the plan
- Issue the plan

Situation and scenario mapping

Describe the situation and start asking '*so what?*'

- E.G: We expect significant storms this hurricane season - '*so what?*'
 - These will disrupt our factories in coastal regions - '*so what?*'
 - This will interrupt our manufacturing - '*so what?*'
 - This will delay fulfillment of orders - '*so what?*'
 - We should have additional inventory available elsewhere - '*so what?*'
 - We need to increase output prior to storm season....
 - The storms will prevent staff from coming to work - '*so what?*'
 - *Etc*
 - *Etc*

Break situation down into possible scenarios

Likely

Worst case

Best case

Identify triggers for each - e.g. what conditions indicate the path you are on.

Course of action

- Responsibility
- Overview
- Decision-point
- Objective
- Critical Actions
- Requirements

Courses of Action / Triggers / Decision Points

- Course of action (CoA) - “if X happens, we do Y”
- Trigger - “if we see this, we do that (CoA)”
- Decision-point - “We need to make a decision at / by this point (time or condition)”

After planning

Start horizon scanning and monitoring

Test and rehearse the plan

Develop SOPS / ancillary skills

Review and update as necessary

Resources page

<https://andrewsheves.com/covid-19>

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