

Scenario Planning Tool - Warning Notification

A. Choose a disruptive disaster scenario

e.g. storm, cyber-attack, bushfire, flooding, health event

B. Record what action you would take at the specified time period in the circles

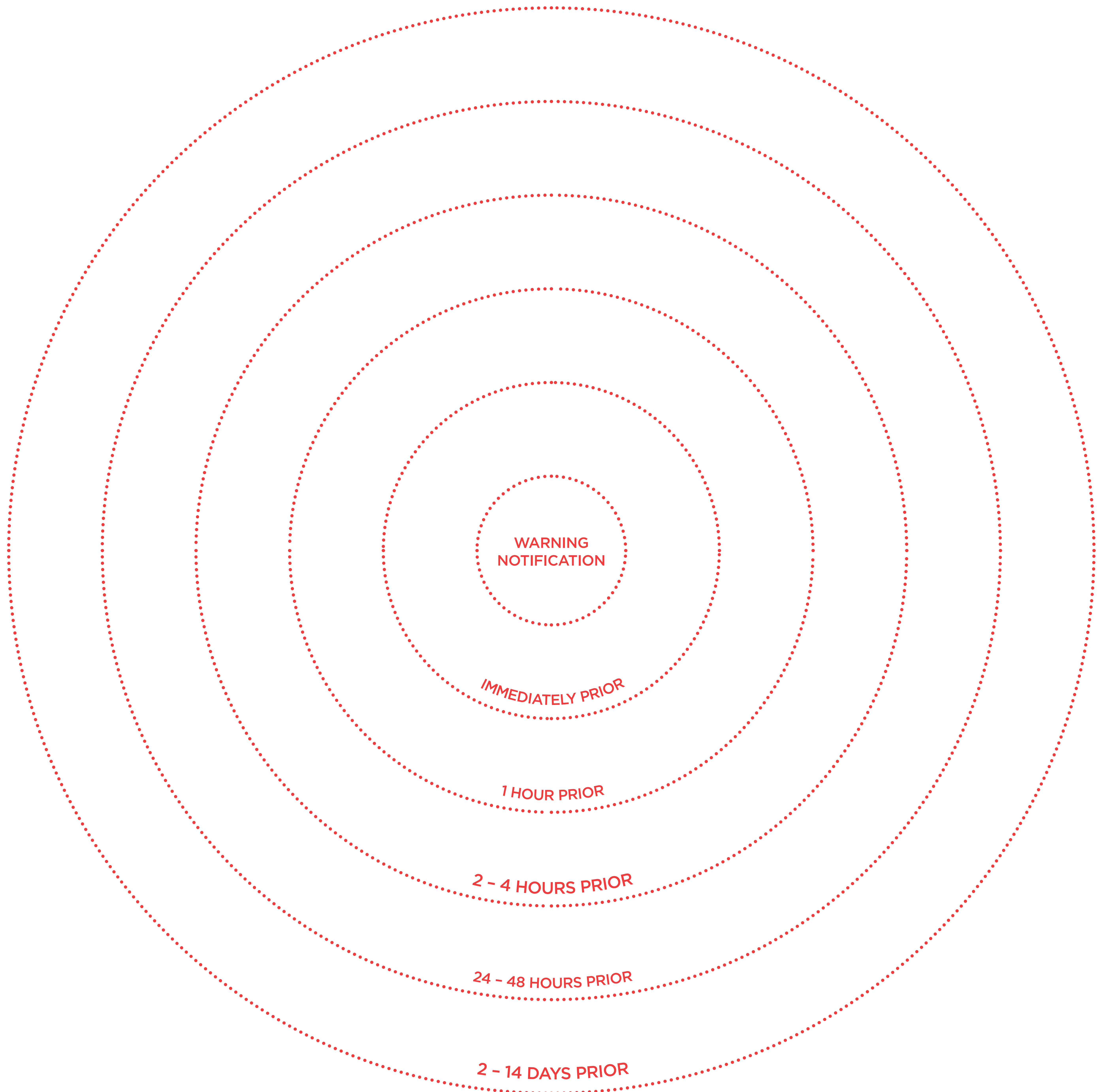
e.g. risk assessment, relocate, staff updates, media release

C. Record what organisational procedures need to be considered

e.g. notification of impact on service delivery, staff and volunteer roster

D. Identify the key decision-making points

e.g. evacuate or stay on site during disasters, process maps or flowcharts can be drawn



Consider the needs of **people** including:

- Workers and volunteers
- Service users/clients and their support networks
- Local stakeholders
- Local Disaster Management Group

I.e. Will they be able to access the workplace? Will they be affected?

Consider the needs of **environments** including:

- Buildings
- Cars
- Services users/clients homes
- Local geography

I.e. If it is damaged what alternative options are there?

Consider the needs emerging from **how you deliver services** including:

- In office
- In public spaces
- One on one or group
- Therapeutic, support or practical living
- In partnership with others

I.e. Will you still deliver services?

Scenario Planning Tool - **During / After the Event**

A. Choose a disruptive disaster scenario

e.g. storm, cyber-attack, bushfire, flooding, health event

B. Record what action you would take at the specified time period in the circles

e.g. risk assessment, relocate, staff updates, media release

C. Record what organisational procedures need to be considered

e.g. service disruption, staff roster

D. Identify the key decision-making points

e.g. relocate or remain on site



Consider the needs of **people** including:

- Workers and volunteers
- Service users/clients and their support networks
- Local stakeholders
- Local Disaster Management Group
- Other community organisations

**I.e. Can they access the workplace?
Have they been affected?**

Consider the needs of **environments** including:

- Buildings
- Cars
- Services users/clients homes
- Local geography
- ICT infrastructure

**I.e. Are they damaged?
What alternative options are there?**

Consider the needs emerging from **how you deliver services** including:

- In office
- In public spaces
- One on one or group
- Therapeutic, support or practical living
- In partnership with others

**I.e. Can you still deliver services?
Will services need to be modified?
Are roads cut off?**