HEA Template: Define the Operational Space

This template has been developed to assist with the ‘Define the operational space’ step of the HEA process. It should be used to record the Intelligence team’s analysis and conclusions, and as an agenda for an Intelligence meeting.

The template consists of a series of steps. The aim is to discuss each step, recording the conclusions reached from the discussion. The final step is for the Intelligence team to report their deductions back to the Controller and Planning team.

Inputs

The main inputs into ‘Define the operational space’ are:

* Higher response level Action Plan (if created)
* Controller’s Preliminary Scoping and guidance
* Situation information
* Initial Action Plan (if created)

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| Step 1: Define the area of operations |
| *[Determine the area that the response will occur in.]* |
| Step 2: Define the area of interest |
| *[Determine the area where events may influence the response, and which will therefore be of interest.]* |
| **Step 3: Identify significant characteristics of the environment** |
| *[Identify characteristics of the environment that require a deeper analysis of their likely effects on the response and the hazard.]*   * Terrain: * Weather: * Demographics: * Infrastructure : * Local economy: * Other: |

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| Step 4: Identify the amount of information required and feasible |
| Time available for completion of the HEA:  Staff available for completion of the HEA:  Create a timeplan for the HEA:   * Complete ‘Step 1: Define the operational space’ by: * Complete ‘Step 2: Describe the environmental effects’ by: * Complete ‘Step 3: Evaluate hazards’ by: * Complete ‘Step 4: Determine hazard scenarios’ by: |
| Step 5: Evaluate existing databases |
| List available databases and other information sources:  Determine information gaps (compare available databases with ‘Identify significant characteristics of the environment’): |
| Step 6: Collect material |
| *[Collect the information needed to proceed with the HEA. This can involve summarising complex information, calling in liaison officers and experts, receiving answers to Information Requirements and ensuring easy access to digital databases.]* |

Outputs

At the end of this step of the HEA, the Intelligence team will have:

* determined the area that it will analyse (the area of operations and the area of interest)
* the characteristics that need to be analysed within those areas
* the time and staff available, and therefore how detailed the analysis will be
* what information is available to conduct this analysis, what is readily available, any information gaps that exist and the Information Requirements that are needed to fill those gaps, and
* have ready access to the information they need to proceed with the HEA.