CONTINGENCY PLAN DECONFLICTION TOOL

This template is a planning tool that enables users to input any airport contingency plan (Plan A) and then assess plan commonalities, conflicts and identify resource needs and improvements against any other internal or external plan used by the airport (Plans B,C, etc.).

It is designed to answer the question *"Are all the contingency functions that are important to the airport present in our plans*?"* through a disciplined way to discern the functional commonality among plans. The tool addresses common resources shared by plans and helps identify what other resources might airports need. It also helps users document elements essential for plan integration.

When deciding whether to integrate the various contingency plans at the airport, it will be helpful to determine what the plans have in common, if they conflict, or if additional resources may be needed to improve overall efficiency. This tool assists with this analysis and identification process.

Instructions:
1. Determine the airport plan to assess, inserting the plan name in the Plan A cell.
2. Then list the other plan(s) (Plans B, C, D…) that you want to compare to Plan A.
3. Next, identify what resources and procedures the plans have in common.
4. Identify possible conflicts to consider between/among the plans, using the functional considerations listed on the following page.
5. Finally, identify possible resources or gaps needed to address overall improvement, and use this as your guide to de-conflicting your plans, cross-referencing them, and addressing resource implications.

TEMPLATE TO ASSESS COMMON RESOURCES, CONFLICTS & IMPROVEMENTS AMONG PLANS			
Airport Contingency Plan		**Commonality Aspects and Common Resources**	**Plan Conflicts**	**Resource Needs and Improvements**
Plan A				
Comparable Internal/External Plan(s)				
Plan B				
Plan C				
Plan D				

Functional Considerations for Analysis

Example Functional Areas
- Command and Control
- Communication
- Alert Notification and Warning
- Emergency Public Information
- Protective Actions
- Law Enforcement
- Firefighting and Rescue
- Health and Medical Services
- Resource Management
- Airport Operations and Maintenance – Equipment & Personnel
- Emergency Management
- Disaster Recovery
- Family Assistance Facility
- Media Facility
- Facilities Management
- Mass Absentee Planning
- Supply Chain Management
- Health and Safety
- Knowledge Management
- Security
- Crisis Communication
- Identification of Essential Functions
- Identification of Continuity Personnel
- Vital Records Management
- Continuity Facilities
- Continuity Communications
- Leadership and Staff (Succession, Delegation of Authority, Human Capital)
- Test, Training, and Exercise Program

Example Cybersecurity Plan Functions
- Operations
- Access Control
- Planning and Prevention
- Project Support
- Manage Communications to Stakeholders
- Mitigate Exposure/Risk Management
- Employee Training
- Timely Recovery

Example Pandemic Plan Functions
- Preparedness Framework
- Monitoring
- Financial Implications
- Cleanliness Protocols
- Impact to HR
- Communications
- Impact on business operations
- Preparedness Exercise
- Impact of Regulatory Requirements