A Concept of Operations (CONOPS) Template

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Introduction

- Purpose of document (Why do we need this?)
- General overview of system

Background

- Overview of the SWFDP-SARFFG linked system

- System Operation

- System Components

Institution Responsibilities

- Information Flow from NFC's to other offices and recipients
  - Regional Forecast Offices (RFO's)
  - National Disaster Management Centre (NDMC)
  - Provincial and Municipal Disaster Management Centres (PDMC's and MDMC's)
    - Include diagrams if possible

Staff Operational Responsibilities

- Include Specialty Areas
- Include various offices if and as appropriate

Hours of Operation

- Routine Operation

- Extended Operations

- Contacts
  - Normal
  - Off Hours

Responsibilities of Support Structures

- IT and other technical components
- Research in Meteorology
- Research in Hydrology

National Forecast Centre

- Operational Roles and Responsibilities

- System Management/ maintenance roles and responsibilities

Regional Forecast Centre
(if appropriate)

- Operational Roles and responsibilities

- System Management/ maintenance roles and responsibilities

Routine Operations

- Overview
- Preliminary Evaluations
  - Meteorological Evaluations
    - Past weather, current, forecast
    - Satellite evaluation
    - Radar evaluation (where available)

Routine Operations

– Hydrological Evaluations

- Soil Moisture

- Stream Conditions

- Reservoir levels

- Quantitative precipitation forecasts

SWFDP and SARFFG
Product Evaluations and additional applications

- How will the products be evaluated?

- What is the mechanism for suggesting new products?

Dissemination

- Routine bulletins
- Watches/Warnings/Alerts
- Consider…
  - National Communication Systems
  - Television
  - Radio
  - Satellite (if available)
  - Mobile/SMS
  - Social Media

Reporting Weather

- How does weather information get back to forecaster
  - Trained observer?
  - Media?
  - Weather Spotter?
  - Public Reports

Staff Training Needs

Outreach

- How is coordination done with user/customers/stakeholders?
  - Other agencies
  - Media
  - Emergency Managers?
  - Public Reports?
- Consider existing products and services, provide training on new products, start a dialogue on services

System Validation

- Who decides when the system is "ready for prime time"?

- What are the decision criteria for validation?

Non-routine operations

- What is the plan for operation during non-routine events...
  - Natural and man made disasters
  - Incidents involving large public venues (such as football games).
  - Incidents involving national security

Thanks for your attention!

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