

SAFCORM

Decision making process and
briefing up

Situation

- What is the situation or problem?
- The officer or decision maker needs to be able to give a clear and FACTUAL outline

Aim

- What is the officers aim in addressing the situation (does he understand the situation)
- The officer or decision maker requires a clear aim. How can an operation be planned without a clear idea of what it is suppose to achieve.

Factors

- What are all the factors that make up or contribute to the problem
- What factors may affect the operation (STEEPLES)
 - Social factors
 - Technical factors
 - Economic factors
 - Environmental factors
 - Political factors
 - Legal factors
 - Ethical factors
 - Safety factors

Choices

- What are the solutions
- Has the officer decision maker examined all possible ways of addressing the situation (conducted an assessment of each one. (SWOT)
 - Strength
 - Weaknesses
 - Opportunities
 - Threats

Options

- What is the preferred option
- Has the officer decision maker examined the choices and decided on a preferred option and be able to explain why.
- Is it effective
- Is it proportionate
- Does it represent best value
- Is it achievable

Risk

- Has the officer decision maker risk assessed the situation.
- State the risks
- Managed the risk

Monitoring

- The officer (DM) needs to have a method of monitoring if the preferred option is achieving the aim.
- Is monitoring the preferred option required
- How will success be measured