

### Three Minute Brief

1. Prior to these briefings, the Head of each Response Cell needs to hold a "3 Minute Brief" session within their respective Centre to gather key information from its various areas of responsibility, i.e. at-sea, aerial, etc for inclusion within the brief. This rapid "status gathering" activity can then be collated into one document for the Head of the Centre to take to the Heads of Response Centre meeting. A suggested briefing format is :

3 Minute brief:    NAME OF INCIDENT                      Date Time: Brief No:
Produced by: RESPONSE CENTRE:                      Head: NAME
<b>What?</b> (e.g. What is the current situation? What information is known, or unknown) <i>Too much detailed or unnecessary information is to be avoided .</i>
<b>So What?</b> (e.g. What does that mean? How can the situation be interpreted?) <i>Large amounts of unnecessary information can lead to important information being overlooked.</i> <i>Superfluous information may result in too much time spent listening to issues which are not important when the time could be used more effectively. This can result in an inefficient response to emergency situations which may lead to lack of confidence in the Centre.</i>
<b>Now What?</b> (e.g. What can this lead to? What can happen next? What do we need to consider for the future?) <i>Adoption of the 3 Minute Brief should encourage factual and concise briefing which highlights the main issues, the potential solutions and also encourages potential future issues to be considered.</i>

2. On return to their response centre the Head briefs other members of that Centre with the activities of the other centres.
3. The SOSREP uses the daily updates from each response centre to compile a SITREP for the lead government department, and devolved administration if necessary.