

## Emergency Response and Crisis Management: Risk Assessment & Action Plan Template

No	<i>Risk Area</i>	<i>What is already done/being done? (&amp; evidence)</i>	<i>What still needs to be done?</i>	<i>By when?</i>
1	<b>Leadership</b> Are responders aware of and had training in their emergency planning responsibilities?			
2	<b>Types of Emergency</b> Are students and staff aware of what types of emergencies they may face?			
3	<b>Incident Notification Sources</b> Have reliable incident notification sources relevant to response activation been identified? Or have ways to evaluate reliability of sources been determined?			
4	<b>Control Centre</b> Has a control centre been identified? If currently in use, can the current user vacate easily and continue working?			
5	<b>Internal &amp; External contacts</b> (a) Has Crisis Management lead been appointed? Is person known to all? (b) Has a Crisis Response team been appointed? Are all clear of their roles? (c) Have the wider facilities team been consulted - and is there coordination with their response procedures?			
6	<b>Risk Assessments 1</b> Have risks been assessed for off-site emergencies? Have safe refuge points been identified? Have alternative transport arrangements been identified?			
7	<b>Risk Assessments 2</b> Have risks been assessed for on-site emergencies? Have access and egress points been identified, and how to secure them in the event of a lockdown? Have safe spaces within the centre been identified?			
8	<b>Documents and Recording</b> Are there procedures and documents in place			

Done by (Crisis Management Lead):

Date:

Review date:

	to support everyone in the event of an emergency (Emergency Procedures)? Are student and staff contact details up to date and readily available to the response team?			
9	<b>Communication</b> Is there a robust communication strategy in place? Has it been determined who can initiate a lockdown? Is there a defined media contact and guidelines for dealing with the media?			
10	<b>Locating Students and Staff</b> Is there a strategy in place to determine the whereabouts of students and staff in an emergency situation?			
11	<b>Policy</b> Are above points covered in Emergency Response and Crisis Management policy/included in existing safeguarding policy/separate policies/combo of these? Do policies include record keeping procedures?			
12	<b>Training</b> Do all staff & students have awareness of key emergency response points: i) what it is and its aim ii) procedures iii) what to do in the event of an emergency situation?			
13	<b>Review Dates</b> Have review dates been identified?			

Done by (Crisis Management Lead):

Date:

Review date: