

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

No	Risk Area	What is already done/being done? (& evidence)	What still needs to be done?	By when?
1	Leadership			
	Are responders aware of and had training in			
	their emergency planning responsibilities?			
2	Types of Emergency			
	Are students and staff aware of what types of			
	emergencies they may face?			
3	Incident Notification Sources			
	Have reliable incident notification sources			
	relevant to response activation been			
	identified? Or have ways to evaluate reliability			
	of sources been determined?			
4	Control Centre			
	Has a control centre been identified? If			
	currently in use, can the current user vacate			
	easily and continue working?			
5	Internal & External contacts			
	(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			
6	their response procedures?			
6	Risk Assessments 1 Have risks been assessed for off-site			
	emergencies? Have safe refuge points been identified? Have alternative transport			
	arrangements been identified?			
7	Risk Assessments 2			
'	Have risks been assessed for on-site			
	emergencies? Have access and egress			
	points been identified, and how to secure			
	points been identified, and now to secure			

Done by (Crisis Management Lead):

them in the event of a lockdown? Have safe spaces within the centre been identified?         8       Documents and Recording Are there procedures and documents in place 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       Communication 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       Locating Students and Staff Is there a strategy in place to determine the whereabouts of students and staff in an emergency situation?         11       Policy Are above points covered in Emergency Response and Crisis Management policy/included in existing safeguarding polici/separate policies/combination of these?         12       Training Do ali staff & students have awareness of key emergency response points: i) what it is and its aim ii) procedures?			
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13 Review Dates	13	Review Dates	
Have review dates been identified?		Have review dates been identified?	