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 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			

Done by (Crisis Management Lead):   Date: Review date:

	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 policy/separate policies/combination of these? Do policies include record keeping procedures?			
12	**Training** 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	**Review Dates** Have review dates been identified?			

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