

EMERGENCY PREPAREDNESS & RISK MANAGEMENT

Every event comes with risks. While no event team wants an emergency, everyone should plan for one.

EMERGENCIES AND RISKS TO CONSIDER

CATEGORIZE YOUR RISKS



Weather



Construction



Medical Incidents



Accidents



Outside Protests or Attacks

 Likely

 Possible

 Unlikely

DETERMINE WHAT YOUR REACTION WILL BE FOR EACH POSSIBLE EMERGENCY

STAFFING

Who will respond, who makes the decisions, and what outside agencies will you work with?

ACTION

Train for likely events through rehearsal. Build response checklists for possible and unlikely events.

RESOURCES

What do you currently have, what can you line up "in case," what outside resources could you utilize?

COMMUNICATION PLAN

Use a combination of on-site announcements, text alerts, phone trees, emails, website updates and social media to get the word out.

BUILD STANDARD OPERATING PROCEDURES FOR EACH OF THESE:



QUICK RESPONSE

A rapid and organized response to a non-medical emergency



SITE RELOCATION

When weather or outside incidents force your event to move



ROUTE RELOCATION

When construction, weather or accidents make your planned route unusable



CRISIS RESPONSE

A thorough and organized response to a larger, more serious emergency