


Mitigation Event Checklist Template: Risk Assessment, Safety & Emergency Planning

 Show only Checklist

Display Style
Default 

Risk Assessment & Identification

Identify potential risks, assess likelihood and impact, and document mitigation strategies.

Describe Potential Hazards

Write something...

Likelihood Rating (1-5)

Enter a number...



Impact Rating (1-5)

Enter a number...

Risk Category (e.g., Security, Medical, Weather)

- Security
- Medical
- Weather
- Technical
- Crowd Control

Detailed Risk Description

Write something...

Proposed Mitigation Strategies

Write something...

Risk Priority (High, Medium, Low)

High

Medium

Low

Date of Risk Assessment

Enter date...

Safety & Security Planning

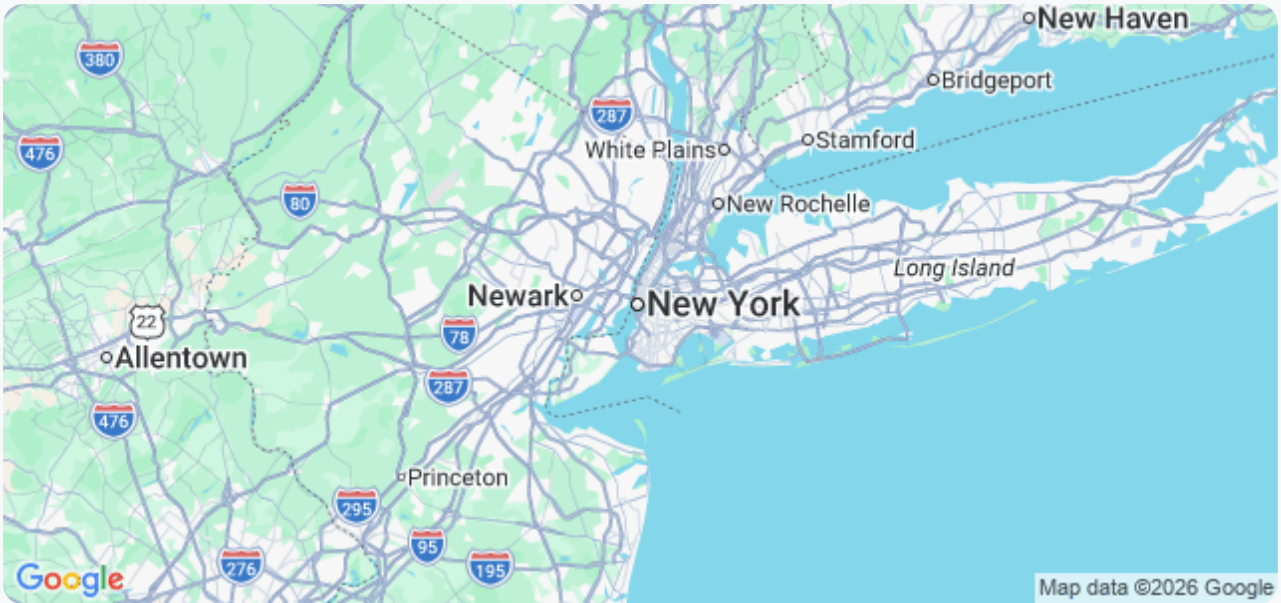
Outline safety protocols, security measures, and emergency procedures.

Security Personnel Count

Enter a number...

Security Post Locations

 [Set My Current Location](#)



Metal Detector Usage

- Yes
- No

Bag Search Protocol

- Random Checks
- Visible Bags Only
- All Bags

Security Briefing Date

Enter date...

Security Arrival Time

Enter time...

Emergency Contact List Details

Write something...

Emergency Response Procedures

Detail evacuation plans, communication protocols, and first aid/medical support.

Evacuation Route Maps & Instructions

Write something...

Primary Assembly Point

- Designated Area 1
- Designated Area 2
- Alternative Location

Secondary Assembly Point

- Designated Area 1
- Designated Area 2
- Alternative Location

Number of Trained First Responders

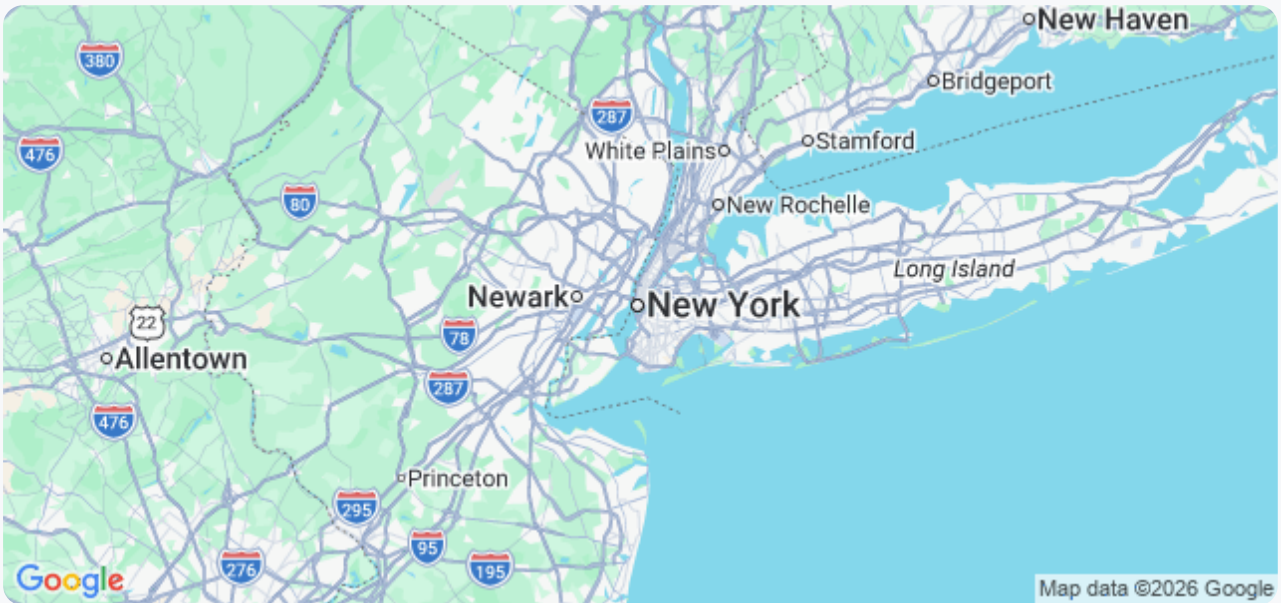
Enter a number...

Scheduled Emergency Drill Time

Enter time...

Nearest Medical Facility Address

 [Set My Current Location](#)



Communication Protocol for Emergency Contact

Write something...

Communication & Notification

Define communication channels, notification systems, and contact lists for internal and external stakeholders.

Primary Contact Person (Name)

Write something...

Emergency Contact Phone Number

Write something...

Number of attendees notified (estimated)

Enter a number...

Primary Notification Method

- Email
- SMS
- Phone Call
- Public Address System

Date of last communication test

Enter date...

Time of last communication test

Enter time...

Sample Notification Message (for testing)

Write something...

Communication Plan Document (if applicable)

 Upload File

Resource Allocation & Equipment

Ensure adequate resources, including personnel, equipment, and supplies, are available for mitigation efforts.

Number of Security Personnel

Enter a number...

Number of First Aid Personnel

Enter a number...

Quantity of Emergency Lighting Units

Enter a number...

Quantity of Backup Generators

Enter a number...

Generator Fuel Type

- Diesel
- Gasoline
- Propane

Generator Fuel Delivery Date

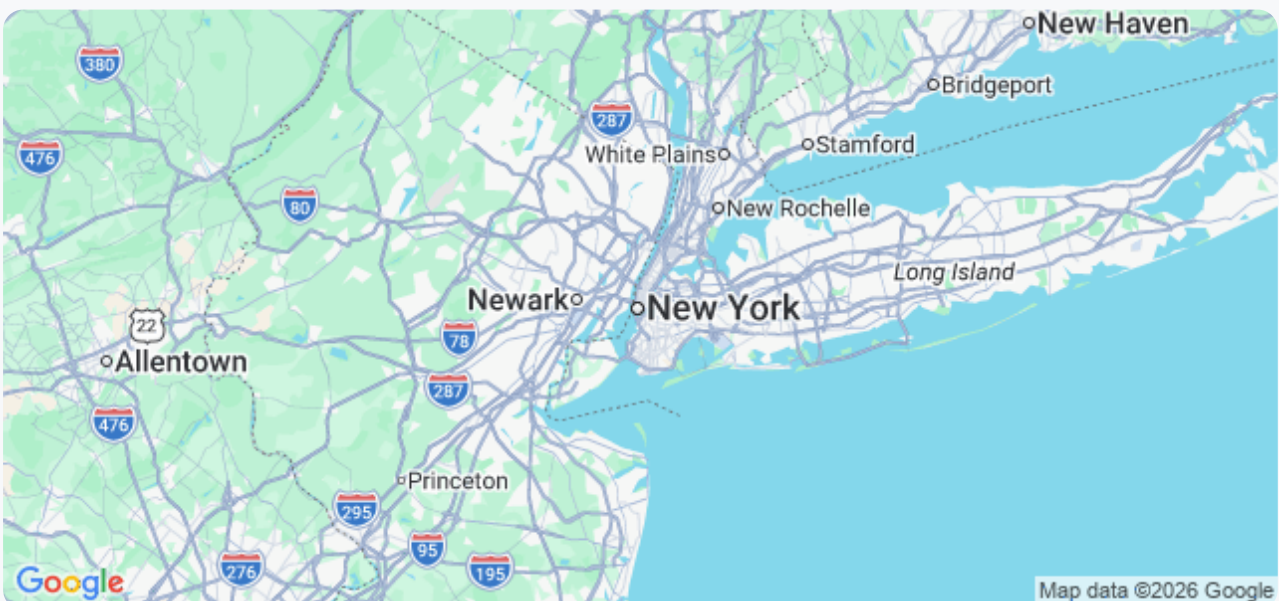
Enter date...

Proof of Equipment Rental/Purchase Agreement

 Upload File

Location of Emergency Supply Staging Area

 [Set My Current Location](#)



Legal & Regulatory Compliance

Verify compliance with all relevant laws, regulations, and permits.

Permit Type Required (e.g., Noise, Assembly)

- Noise Permit
- Assembly Permit
- Fire Safety Permit
- Liquor License (if applicable)
- Other (Specify in Long Text)

Specific Legal/Regulatory Requirements

Write something...

Permit Application Deadline

Enter date...

Copy of Relevant Permits/Licenses

 Upload File

Insurance Coverage (Liability)

- Yes
- No

Liability Insurance Coverage Amount

Enter a number...

Training & Drills

Conduct training and drills for staff and volunteers to ensure preparedness.

Scheduled Drill Date

Enter date...

Drill Start Time

Enter time...

Drill Type

- Fire Drill
- Medical Emergency Drill
- Severe Weather Drill
- Security Threat Drill

Number of Staff/Volunteers Participating

Enter a number...

Drill Scenario Description

Write something...

Areas of Focus (Select all that apply)

- Communication
- Evacuation Procedures
- First Aid/Medical Response
- Security Response

Post-Drill Evaluation Report (Upload)

 Upload File

Post-Event Review & Documentation

Document lessons learned and update mitigation plans for future events.

Overall Event Rating (1-5)

Enter a number...

Summary of What Went Well

Write something...

Areas for Improvement

Write something...

Unexpected Issues Encountered

Write something...

Which Mitigation Strategies Were Most Effective?

- Strategy 1
- Strategy 2
- Strategy 1 & 2
- Other

Date of Review

Enter date...

Recommendations for Future Events

Write something...