Safety and preparedness planning checklist

This checklist provides a list of several common safety plans that may be useful to you or your organization to protect people's safety. Safety is for everyone, so get people from throughout your organization involved in the process of safety planning and regular review/updating! It’s important to also ensure you are considering accessibility and the diverse needs of people of different ages and abilities in your communications and protocols.

Risk assessments

A risk assessment asks you to identify specific hazard and risk factors that have the potential to cause harm, and to triage them by evaluating both their likelihood and the extent of damage they could cause. The results of this assessment will inform the safety plans you develop. It will likely also suggest your priorities for taking action to mitigate or manage that risk.

- Facility (physical, chemical, and structural hazards)
- Severe weather and natural disasters
- Disease mitigation
- Crowd management
- Other external hazards (ecological, human, or technological)

General safety plan

A general safety plan contains safety information, protocols, contact phone numbers, staff safety responsibilities, and training information for use during normal operations. It also outlines general procedures for communication, preparedness, response, and recovery that are broadly applicable across different kinds of emergencies.

- General safety information and contacts
- All hazards plan
- Evacuation plan
- Shelter in place plan

Emergency action plans

An emergency action plan documents the protocols that will be followed in the event of a specific kind of emergency. It should include all important contact information of relevant staff, organizations, emergency responders, or vendors.

- Specific severe weather or natural disasters relevant for your area
- Medical emergency
- Fire
- Active harmer incident
- Loss of electricity/data
- Civil unrest

This resource is brought to you by Changing the Tune, a project of the Folk Alliance International and Majestic Collaborations funded by Performing Arts Readiness. Learn more about these specific documents at folk.org/changing-the-tune/safety-planning-preparedness-checklist