**Risk Management Plan Template**

Name of Event/Activity:

When is the event taking place:

Where is the event taking place:

Provide details of the event (what will individuals be doing, what is your plan to keep members safe, who is charge, what is the order to notify individuals if a situation happens, etc.):

Sober Monitors: List all sober monitors

De-escalation Plan: If something occurs, what is the plan to de-escalate the situation:

Leaving (what is the plan to get everyone to leave the event safely, is there a clean up plan, who is in charge of making sure everything is left in the order it was found, etc.):