

While Crisis management deals with events that can impact the market, such as a weather event, criminal activity, automobile accidents, etc. a risk management plan involves the environment in which the market takes place. Risk management looks at things such as cracked sidewalks, trip hazards, tents blown away, etc. A good risk management plan will help you to mitigate those risks.

1. There are 4 key steps to a good risk management policy – identify the risks, assess those risks, control those risks, and then review. Complete this chart that helps you to go through the first 3 of these steps. Step 4 could be a part of the responsibility. See example listed. Add rows as necessary.

| **Potential Risk** | **Concern** | **Mitigations** | **Who is Responsible** |
| --- | --- | --- | --- |
| *Ex. Display tables* | *Toppling causing injury* | *Weekly walk through with attention towards vendor displays to ensure good repair* | *Manager to review all displays, vendors to maintain and repair* |
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1. Review the risks in your list above. Are all of the risks that you identified that are related to vendors addressed by your market rules? Are all of the risks that you identified that are related to your market structure addressed by your governing document/bylaws? If not, prepare a written rule or policy for each unaddressed risk. Include who will be responsible for enforcing this, when the update to policy will take place, and a plan for sharing this with vendors/board/volunteers in the future.
2. Update your incident report form. If you already have one, review it to make sure it has the following components, and upload it into this document. If you do not have one, create an incident report form to have on file and printed for when incidents occur at the market. It should include:
   1. Person(s) involved
   2. Date, time, and weather conditions
   3. Location of incident
   4. Description of the incident (facts only and no supposition) and response of the market, and the people involved
   5. Name and contact information of witnesses
   6. Any other pertinent information
   7. Name, signature, and position of person completing report