

## Sample Risk Assessment & Emergency Procedures

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### Risk Assessment

The best way to avoid problems is to assess and plan for risk. Make a list of potential risks posed by your project, such as:

- Unregistered volunteers who have not received safety information
- Weather conditions
- Hazardous materials handling (needles, heavy materials, chemicals)
- Vehicle operation
- Poison oak
- Wild animals
- Logs, debris, and “sneaker” waves (on beach sites)
- Steep slopes
- Vehicle traffic
- Homeless camps
- Water hazards
- Blackberry cuts
- Bee stings
- Inexperienced / untrained volunteers

### Emergency Procedures

In the event of an emergency – including personal injury, property damage, significant hazard, crime evidence, etc.:

- Volunteers should have a basic first aid kit nearby
- Volunteers should know:
  - Where the nearest medical facility is located
  - Where the nearest phone is
  - How to contact the event coordinator
  - The address and/or nearest cross roads
- Notify appropriate medical/fire/emergency personnel (911)
- Notify the Program Coordinator with whom you are working. If necessary, leave a voicemail, including:
  - Your name
  - Site location
  - Description of the incident
  - Time of occurrence
  - Phone number at which you can be reached