## **Risk Assessment Team Meeting Template**

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| --- | --- | --- |
| Risk Assessment Minutes  | Date |  |
| Details |
| Trigger |  |
| Meeting type | In person / phone / virtual |
| Meeting Location |  |
| Participants |
| Name | Organisation | Contact No. |
|  |  |  |
|  |  |  |
|  |  |  |
| Evaluation: Verify the veracity, nature and extent of the fire and its smoke to Victorian Grape and Wine producers |
| Region | At risk fire y/n | At risk smoke y/n |
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|  |  |  |
| Evaluation: Objectively evaluate the level of risk associated with the incident. Should it be. |
| Managed within normal business operations of those effected |  |
| Escalated to a crisis response |  |
| If managed within normal business operations when will this be next assessed? |
| Date and time of next assessment  |  |
| If escalated to crisis response who will make up the initial CRT |
| Name  | Organisation | Contact No. | Role | Contacted |
|  | Wine Victoria |  |  |  |
|  | Agriculture Victoria |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Time, Date, Location of CMT meeting (within 24 hrs) |
|  |
| Refer to CMT meeting minutes until CMT stood down. |
| CMT Stood Down | Date |  |
| Actions post Crisis | Responsible | Due Date | Completed |
| CMT Debriefed |  |  |  |
| CMT Deb Review of Response completed  |  |  |  |
| Report of response written |  |  |  |
| Actions from Review embedded in plan |  |  |  |
|  |  |  |  |
| Location of files pertaining to Crisis  |
|  |
| Crisis Closed by CEO Wine Vic |
| Name | Signature | Date |
|  |  |  |