## **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. | | | | | | |
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| 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 | | |  | | | | |  | | |  |
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| Time, Date, Location of CMT meeting (within 24 hrs) | | | | | | | | | | | | | |
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| 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 | | |  | | | | |  | | | |  | |
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| Location of files pertaining to Crisis | | | | | | | | | | | | | |
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| Crisis Closed by CEO Wine Vic | | | | | | | | | | | | | |
| Name | | | Signature | | | | | Date | | | | | |
|  | | |  | | | | |  | | | | | |