



Meetings are Risky Business

Tyra W. Hilliard, PhD, JD, CMP

www.tyrahilliard.com



ASSESSMENT

1. Vulnerability or Risk Assessment
2. Capability Assessment

What creates risk for your organization?

- Location of meetings
- Characteristics of participants
- Controversial program content or speaker
- Inclement weather conditions
- Expensive or dangerous equipment, goods

Vulnerability Assessment



CAUTION



Drunken people crossing

What risk management measures are you already taking? (Or what you are already doing right!)

- Staff training – drills, tabletop exercises, CPR certification
- Equipment – AEDs, communication equipment
- Security
- Insurance
- Choice of destination
- Use of DMC, PCO, customs broker, freight forwarder
- Monitoring U.S. State Department travel advisories

Capability Assessment

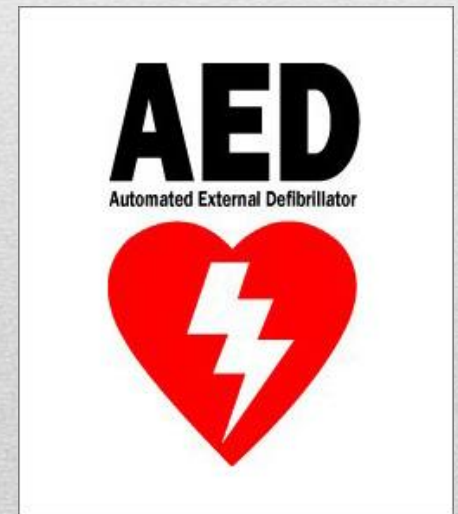


To walk across the street is a risk.

- *Mikhail Baryshnikov*



- **U.S. State Department** - <http://travel.state.gov/>
 - Travel Alerts
 - Travel Warnings
- **Event Cancellation Insurance**
 - Showstoppers® Association Event Cancellation Insurance
<http://www.asae-aon.com/showstoppers/?from=topnav>
- **Event Safety & Security Services, Inc. Blog**
 - <http://eventsafetysecurityservices.blogspot.com/>



Resources

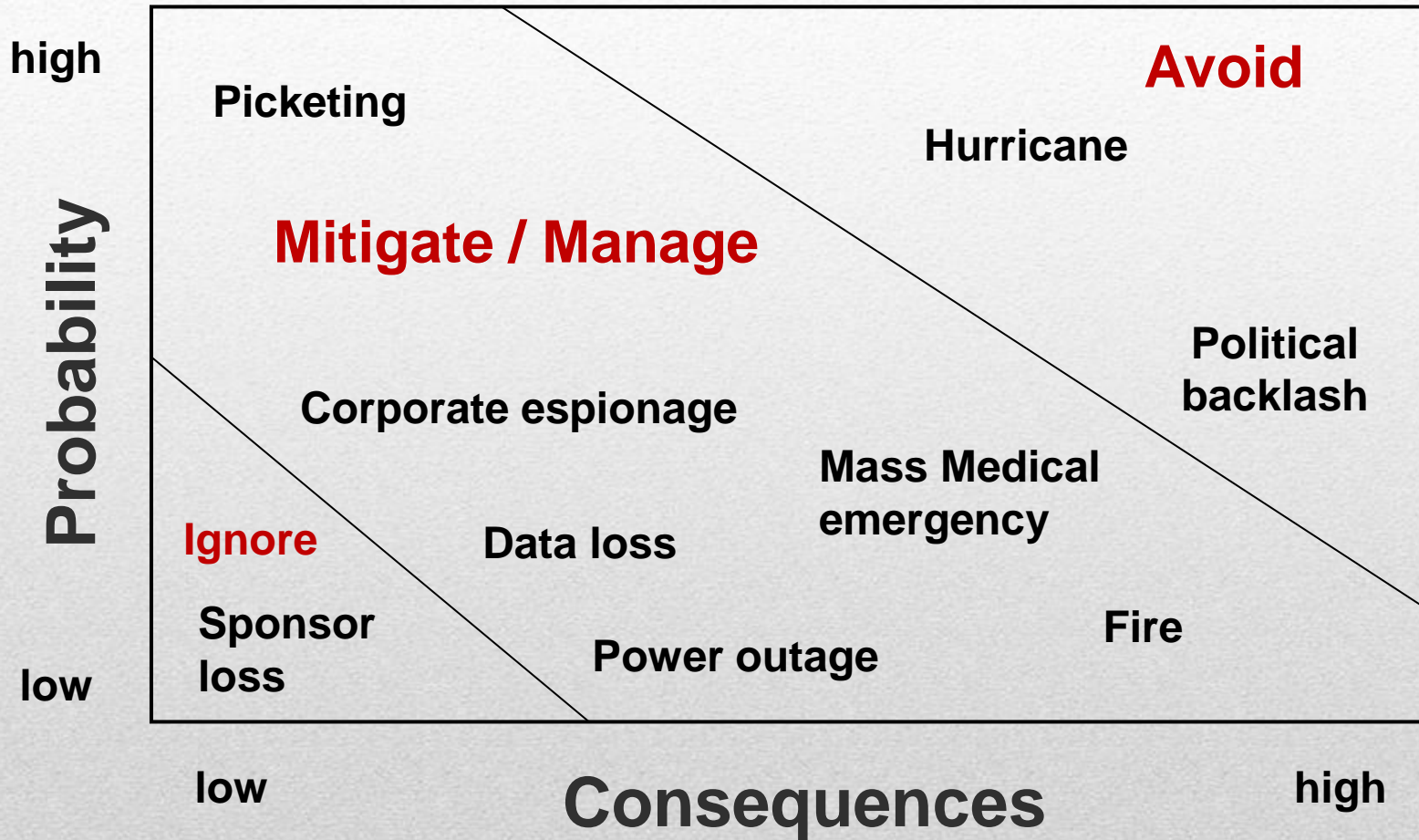


**What Measures Do YOU Already
Have in Place?**

What risks are critical enough that you are going to plan for them?

- You can't plan for everything
- Planning isn't enough – you also have to prepare
 - Time
 - Expense
 - Knowledge

Risk Analysis





CRISIS MANAGEMENT PLANS

The right crisis plan for your meetings,
facility, company

- Crisis Preparedness Plan
- Crisis Response Plan
- Crisis Communication Plan
- Business Continuity Plan

**Not Really One Plan, but
Several**





National Fire Protection Association

The authority on fire, electrical, and building safety

- **NFPA 1600** – Standard on Disaster/Emergency Management and Business Continuity Programs
 - www.nfpa.org
- **FEMA 141** – Emergency Management Guide for Business and Industry
 - www.fema.gov



Crisis Plan Resources

A. Executive summary

- Write last

B. Intro and policy statement

- CEO commitment to crisis planning

C. Meeting/event summary

- Customize for each major meeting

D. Staff Responsibilities & Roles

Crisis Preparedness Plan Table of Contents

E. Emergency Response Procedures

F. Facility Information

- Customize for each major meeting

G. Communication List

- Code those with special skills
- Media list
- Phone tree

H. Forms/Appendices

Crisis Preparedness Plan Table of Contents



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GREAT ROOM

Schedule ...

- Plumber
- Driveway
- Brick Layer
- Floor men

sub beam on right



Be safe.

Tyra W. Hilliard, PhD, JD, CMP

University of Alabama

www.TyraHilliard.com
