POLICY 16

Risk Management, Safety and Incident Response

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Purpose and scope

TBGN assesses risks affecting participants, staff, volunteers, programming, funds, data and public trust.

Assess and prepare

Record significant risks, likelihood, severity, owner, mitigation, escalation date and remaining risk. Before an event, review capacity, accessibility, exits, first aid, safeguarding, suppliers, consent and incident contacts. Review insurance needs with Potter's House as activities change.

Plan for unauthorized access, harassment, outage, lost recordings, account compromise and data exposure. Maintain secure backups, alternative communications, rescheduling criteria and delegated continuity decisions.

Respond and learn

Protect people first. Notify emergency services or other authorities when warranted. Record facts, evidence, response steps, notification decisions, ownership and corrective action.

AI risk

Review misinformation, discrimination, privacy exposure, unsafe advice, unauthorized automation and vendor downtime before use. Assign a human fallback and suspend unsafe tools or workflows promptly.

Records and review

The responsible lead keeps the records needed to demonstrate implementation, including relevant approvals, training, checks, incidents and corrective actions. Review this policy at least annually and after a material incident, change in law or funding, or significant program expansion. Refer material changes to the authority designated by Potter's House.

Standards for AI-assisted work

Use approved tools for a defined learning or operational purpose. A person reviews AI-assisted work, checks substantive claims against reliable sources and decides what to use. Protect private information, disclose material AI use and provide an accessible alternative where needed. Record the purpose, tool and permissions, privacy checks, verification, incidents and follow-up.