

Fergus Falls Senior Citizens Program, Inc.
Risk Management Program

The Fergus Falls Senior Citizens Program, Inc. (FFSCP) Risk Management Program is a comprehensive one based on the workbook, “Vital Signs: Anticipating, Preventing and Surviving a Crisis in a Nonprofit” by the Nonprofit Risk Management Center. Our Crisis Management Committee, as we call it, is made up of the Executive Committee of the board of directors, at least two additional directors, and all administrative staff.

We have created a Crisis Management Workbook which is updated yearly and consists of:

- Names and contact information for the Crisis Response Team
- Names of consultants (legal, insurance, City Department Heads)
- Names and contact information of all entities we collaborate with
- Names and contact information for board, staff, vendors and city personnel
- Alarm control panel operating instructions
- Pandemic service continuation planning
- Media kit
- Identified list of potential risks, including our needs and contacts for each (11 identified)
- Crisis Action Overview Worksheet: risk rating worksheet of potential risks: what needs to be done to keep risk from happening, what should be done if it happens and resources needed to address it

Other measures we take to eliminate or mitigate risk are:

- Keep copies of the Crisis Management Workbook offsite with board and staff.
- Maintain backup copies of office computers weekly and store backup copies off site.
- Store copies of insurance policies, CDs, articles of incorporation in a fireproof safe.
- Comply with the standards of the Charities Review Council.
- Maintain a relationship with the city attorney who we have access to through our relationship with the City of Fergus Falls.
- Review the Crisis Management Workbook and procedures on a yearly basis.
- Update policy book on a yearly basis.