

INSERT LOGO

Local Transition from Response Operations to Recovery Operations (Handover) Form

Event:

Date and Time:

Issued to:

Prepared by (position):

Summary of event

Insert the event summary.

Identified risks

Please outline any risks you have identified that could jeopardise recovery activities with reference to the below risk matrix

Identified risks	Risk rating	Location/LGA	Actions

		CONSEQUENCE					
		How severe could the outcomes be if the hazard event occurred?					
		Minor	Moderate	Major	Critical	Catastrophic	
LIKELIHOOD	What is the chance of the risk occurring?	Almost Certain	Low	Medium	High	Very High	Very High
	Probable	Low	Medium	High	High	Very High	
	Occasional	Very Low	Low	Medium	High	High	
	Improbable	Very Low	Very Low	Low	Medium	Medium	
	Rare	Very Low	Very Low	Very Low	Low	Low	

Allocated resources (people and plant and equipment)

Resource allocated	Purpose	Number	Timeframe

Ongoing response activities

Which response activities are continuing to support immediate relief and emergency repairs (Stage one in the Stages of Recovery)?

Activity	Location	Tasked by	Completion date

Other

List other considerations the LRC needs to be aware of.

