

# Leader Awareness and Planning Tool

## Overview

### BEFORE YOU START

You'll find this tool more helpful if you first complete the **Member Alcohol Profile**.

### WHO IS THIS TOOL FOR?

This tool should be used by you (the leader of your group) and the members of the group's leader team.

### WHAT DOES THE TOOL HELP YOU DO?

- Identify your organization's risk for negative consequences related to members' alcohol use so that you can make a plan for managing the risk effectively.
- Think through how you will use the remaining tools in the **FailSafe toolkit**.
- Develop a plan for maintaining successful approaches to risk and creating change in areas where new approaches are needed.

### HOW DOES THE TOOL WORK?

The **Student Leader Questionnaire** in this tool contains questions that you and your leader team should answer to help focus your planning. **Making the Plan**, which follows the questionnaire, contains three parts:

- An **Answer Key** to help you and your leader team understand what your responses to the **Student Leader Questionnaire** mean.
- A **Risk Management Inventory**, which helps you identify the risk management practices your organization has in place and how effective they are in reducing the probability of harm and negative consequences related to members' alcohol use.
- A **FailSafe Plan**, which leads you through a set of decisions to become or remain FailSafe, accompanied by action steps and tools to support your group.

### HOW DO YOU START?

- Ask each member of the leader team to complete the questionnaire on their own.
- Plan a time for the leader team to come together to share your answers using the **Answer Key**.
- Decide whether your leader team will also use this meeting to continue on to the **Risk Management Inventory** and the **FailSafe Plan**. You can schedule another meeting to work on those, but don't let too much time pass between meetings.