



**Colorado Department
of Public Health
and Environment**

INTRODUCTION

WHAT IS A HAZARD ANALYSIS?

A Hazard Analysis is an in-depth examination of all potential disasters, both natural and man-made, that may affect a given community and the potential impacts of those disasters. The analysis is a foundation in emergency operations planning, as it tailors the focus of disaster planning towards the most relevant or likely hazards. For example, Colorado exhibits a negligible risk from hurricanes but a very high-risk from blizzards, whereas Florida hazard analysis reflects nearly opposite results. Therefore, the specifics of an emergency operations plan (EOP) would be different in each state, even if the basic plan were the same.

WHAT IS THIS TOOLKIT FOR?

The purpose of this toolkit is to help an individual health care facility conduct a reasonable, accurate hazard analysis in a short amount of time. The toolkit draws on many pre-established datasets and resources to help minimize the research time required to complete the analysis, and makes some general assumptions based on geography and Colorado's Hazard Analysis (located in the Colorado Emergency Operations Plan) to address many of the State's natural disasters. The toolkit also provides definitions for the hazards included in this assessment, and a list of common acronyms. These resources are located at the end of the document.

The toolkit has four main sections:

1. THE READINESS RATING WORKSHEET

This section asks a series of simple **YES or NO** questions to help the facility identify how ready they are to cope with a hazard or disaster in their community. This is also a useful orientation to emergency planning. A scorecard at the end of the worksheet presents the data in an easy to read, single page format.

2. THE HAZARD ANALYSIS WORKSHEET

This section asks the facility to rate the likelihood that a given disaster or hazard will affect them specifically. The rating is simple: a **1** means the risk is **very low**, a **2** means the risk is possible but **not probable**, and a **3** means the risk is **very high**. This rating system is used throughout the hazard analysis process and matches the Colorado rating system.

3. THE RISK ASSESSMENT PLANNING MATRIX

This section pulls all of the information gathered in the first two sections into an easy-to-read chart to quickly identify the greatest risks to the facility. This matrix is a critical tool in emergency plan development.

4. THE QUARTERLY EXERCISE SCHEDULE

Planning for disasters is important. Exercising and practicing those plans is even more important. This tool helps the facility practice the most important disaster response techniques each year. Like the **Risk Assessment Planning Matrix**, this tool is also part of the emergency operations plan.

WHY SHOULD FACILITIES CARE ABOUT HAZARD ANALYSIS?

Facilities in the State of Colorado fall under two separate but related legal requirements to conduct a hazard analysis as part of their emergency operations planning. Federal regulations outlined in *42 CFR 483.75(m)* states that “the facility must have detailed written plans and procedures to meet all potential emergencies and disasters, such as fire, severe weather, and missing residents.” State regulations, found in *6 CCR 1011-1, Chapter V, part 13.2* state that “...the facility shall develop written policies and procedures for protection of persons within the building in case of fire, explosion, flood, staff shortage, food shortage, termination of vital services, or other emergency in the building.” This is further clarified in *6 CCR 1011-1, Chapter V, Part 13.3*, which notes that “(e)ach facility shall develop a written mass casualty plan for managing residents and treating casualties in an external or community disaster.” Conducting a Hazard Analysis as part of the development and tailoring of a facility’s EOP meets these requirements.

HOW DOES A FACILITY CONDUCT A HAZARD ANALYSIS?

Follow the instructions and worksheets provided in this toolkit to conduct a very simple, fast and effective Hazard Analysis of the facility. Begin on page one (1) and work through until the end. The toolkit works for any size or type of facility, and allows for the inclusion of requirements set by corporate facilities and other outside influences. When the toolkit is completed, place it in the “Hazard Analysis” section in the facility’s EOP. Please note that the legal references in version 01.LTC.C specifically target long-term care facilities.

WHO SHOULD COMPLETE THE TOOLKIT?

The toolkit should be filled out by the facility’s administrator, the facility’s emergency planner, the facility emergency planning team, or by a responsible party delegated by the facility’s administrator. See *42 CFR 483.75(d)* and *6 CCR 1011-1, Chapter V, Part 2* for further clarification of authority and responsibility of disaster planning in long-term care facilities.

HOW LONG DOES THIS TOOLKIT TAKE TO COMPLETE?

The toolkit should take between thirty and ninety minutes to complete, depending on the size of the facility. Gathering the following items will help make the process faster:

- The facility’s current EOP, or any other existing disaster planning documents
- Any record of fire drills, disaster trainings, or other preparation measures the facility has already established
- A copy of the emergency and evacuation plan located at the nurses’ stations
- Any other relevant information

HOW OFTEN SHOULD THE FACULTY COMPLETE THIS TOOLKIT?

The toolkit should be worked each time the EOP is updated, or once yearly.

IS THIS DOCUMENT ‘CONFIDENTIAL’?

Emergency planning documents are considered public. However, they may contain information that is sensitive to the facility. Therefore, it is recommended emergency documents carry a “sensitive” or “confidential” note to restrict the unintended distribution of the material to resources outside the facility.

