HAZARD ANALYSIS WORKSHEET INSTRUCTIONS

Step One: Complete the Hazard Analysis Worksheet:
1. Read the “Hazards” column and add any additional hazards specific to the facility under the “Other” heading.
2. Read across the Costs and Benefit column.
3. Consider each listed Cost as it specifically relates to each hazard, and assign it a rating of 1(low), 2(medium) or 3(high).
4. Rate the probability of receiving assistance (a Benefit) as it specifically relates to each hazard as a 1(low), 2(medium) or 3(high).

Note: If you are unsure of the rating, err on the side of caution. It is better to overrate a hazard.

Step Two: Calculate the Total Hazard Score (THS):
1. Each specific hazard must have its own THS computed.
2. Add the Costs together.
3. Subtract the Benefits.
4. Divide by 5.
5. Round up at .5
6. Fill in the Total Hazard Score column on the Worksheet for each hazard.

Note: If you fill this form electronically, the computer will calculate the rating for you.

Step Three: Convert the THS into the Risk Level:
1. The same rating system applies to the Risk Level that applies to every other rating in the Hazard Analysis Packet.
2. Each specific hazard should have its own Risk Level assigned based on its individual THS.
3. Use the following key to determine the Risk Level for each hazard by finding the correct THS in the left-hand column, then matching it to the corresponding Risk Level in the right-hand column.
4. Fill in this information in the Risk Level column on the Worksheet for each hazard.

Computing Risk Level based on Total Hazard Score

<table>
<thead>
<tr>
<th>Total Hazard Score</th>
<th>Risk Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Low</td>
</tr>
<tr>
<td>2</td>
<td>Medium</td>
</tr>
<tr>
<td>3</td>
<td>High</td>
</tr>
</tbody>
</table>
HAZARD ANALYSIS TOOLKIT

HAZARD ANALYSIS WORKSHEET - CONFIDENTIAL

Completed By: [Person who filled out form]

### Computing Risk Level based on Total Hazard Score

<table>
<thead>
<tr>
<th>Total Hazard Score</th>
<th>Risk Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Low</td>
</tr>
<tr>
<td>2</td>
<td>Medium</td>
</tr>
<tr>
<td>3</td>
<td>High</td>
</tr>
</tbody>
</table>

### Hazards:

**Health Driven Hazards:**
- Infectious Disease
- Chem/Bio/Radio
- Epidemics/Pandemics

**Non Health Driven Hazards:**
- Bomb Threat
- Communications Down
- Explosion
- Facility Fire
- Food Shortage
- Lockdown Scenario
- Mass Casualty
- Staff Shortage
- Termination of Vital Services

**Other:**

<table>
<thead>
<tr>
<th>Costs</th>
<th>Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk of Occurrence</td>
<td>Estimated Impact on Staff</td>
</tr>
<tr>
<td>Severity of Occurrence</td>
<td>Estimated Impact on Supplies</td>
</tr>
<tr>
<td>Estimated Impact on the Community</td>
<td>Estimated Replacement Costs</td>
</tr>
<tr>
<td>Amount of Outside Assistance</td>
<td>Total Hazard Score</td>
</tr>
</tbody>
</table>

Risk Level based on Total Hazard Score

1 Low
2 Medium
3 High