**RISK ASSESSMENT PLANNING MATRIX INSTRUCTIONS**

1. Complete the Hazard Analysis Worksheet and the Readiness Rating Worksheet and Scorecard before beginning this matrix.

2. Locate the All-Hazards region the facility is located in from the list on the left-hand side of the chart, and highlight the corresponding row.

3. Fill in the Risk Level numbers for each of the Facility-Specific Hazards using the Hazard Analysis Worksheet.

4. Fill in the numbers for the Prevention, Preparedness, Response and Recovery Capabilities using the completed Readiness Rating Scorecard, located in the Readiness Rating Worksheet (Section 1).

5. Determine which annexes are critical for your facility:
   - Any rating of **High Risk** (level 3) is critical and must be included in the emergency operations plan.
   - Any rating of **Medium Risk** (level 2) is likely and should be included in the emergency operations plan.
   - Any rating of **Low Risk** (level 1) may be included at the discretion of the facility manager. **If in doubt, plan for the hazard!**

6. The State of Colorado and Federal Regulations already identified the first three priorities for emergency planning. These have been filled into the chart already.

7. Identify the five remaining **MOST CRITICAL** hazards for your facility and fill them in below:

<table>
<thead>
<tr>
<th>Priority One</th>
<th>Priority Two</th>
<th>Priority Three</th>
<th>Priority Four</th>
<th>Priority Five</th>
<th>Priority Six</th>
<th>Priority Seven</th>
<th>Priority Eight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Fire</td>
<td>Winter Storm</td>
<td>Wildfire</td>
<td>[Critical Hazard]</td>
<td>[Critical Hazard]</td>
<td>[Critical Hazard]</td>
<td>[Critical Hazard]</td>
<td>[Critical Hazard]</td>
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</tbody>
</table>

Note: These eight objectives will be consistent between forms and analysis. Facilities may include more hazards in the planning and exercising process, but these eight must always be present.

8. Construct a Hazard Annex for each of these priorities and be sure they are included in the final draft of the EOP. There will be additional tools available at [www.healthfacilities.info](http://www.healthfacilities.info) to assist in this process.

9. Determine what **Readiness Ratings** need improvement for your facility and form a plan to improve on them. There will be additional tools available at [www.healthfacilities.info](http://www.healthfacilities.info) to assist in this process.
## Hazard Analysis Toolkit Risk Assessment Planning Matrix - Confidential

### Region:

<table>
<thead>
<tr>
<th>Region</th>
<th>No. Central</th>
<th>Northeast</th>
<th>Northwest</th>
<th>San Luis</th>
<th>South Central</th>
<th>South</th>
<th>Southeast</th>
<th>Southwest</th>
<th>West</th>
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<tr>
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<tr>
<td><strong>Hazard Risk Key</strong></td>
<td>1 = Low Risk</td>
<td>2 = Medium Risk</td>
<td>3 = High Risk</td>
<td>U = Unknown Risk</td>
<td>F = Federal Priority</td>
<td>S = State Priority</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### Hazards Identified in the Colorado State EOP

- Avalanche
- Dam Failure
- Drought
- Earthquake
- Flood (S)
- Hazardous Materials
- Landslide
- Subsidence
- Terrorism
- Tornado (F)
- Transportation
- Utility Disruption (S)
- Wildfire (F)
- Winter Storm (F)
- Epidemics/Pandemics
- Chem/Bio/Radio
- Bomb Threat
- Explosion (S)
- Facility Fire (FS)
- Food Shortage (S)
- Lockdown Procedures
- Staff Shortage (S)
- Termination of Vital Services (S)
- Safety Inspections
- Compilany Checklists
- Emergency Ops Plan
- ICS/Staff Responsibilities
- 96-Hour Emergency Kits
- Evacuation Procedures
- Shelter-In-Place Procedures
- COOP Planning
- Mutual Aid Agreements

### Facility Specific Hazards

- Health
- Non-Health Based

### Readiness Rating Worksheet

- Prevention
- Preparedness
- Response
- Recovery

### Hazard Risk Key

- 1 = Low Risk
- 2 = Medium Risk
- 3 = High Risk
- U = Unknown Risk
- F = Federal Priority
- S = State Priority