

FACILITY NAME

CONSIDERATIONS FOR COMPLETING THE ANALYSIS FORMS

The following instructions were modified from the Kaiser Permanente HVA tool

- 1) Change "Facility Name" at the top of this Instruction Tab to populate your facility's name throughout.
- 2) Facilities using this tool shall complete each worksheet as it pertains to their organization.
- 3) When completing the individual risk tabs (Natural, Technological, Human):
 - Complete all worksheets, including Natural, Technological, and Human
 - If a hazard does not pertain to you (e.g., "volcanic eruption", "mass casualty") simply score the "probability" as a zero (0)
 - Assume each event occurs at the worst possible time (e.g, during peak census, lowest staffing levels) when considering Impact and Response
- 4) The Facility Summary tab will automatically provide general overall relative risk by risk type (Natural, Tech or Human).
- 5) The Top 10 Hazards tab will automatically provide the Top Ten by risk type (Natural, Tech or Human) and the Top Ten Overall .
- 6) These top relative risks will help to determine priorities for mitigation efforts, planning efforts and / or needed exercises or training.

Issues to consider for **probability** include, but are not limited to:

- Known Risk
- Historical Data (10 Year Time Frame)

Issues to consider for **human impact** include, but are not limited to:

- Acuity and volume of injury/death to staff, patients, & visitors

Issues to consider for **property impact** include, but are not limited to:

- Cost to replace
- Cost to set up temporary replacement
- Cost to repair
- Time to recover
- Cost to repair/replace based on past incidents

Issues to consider for **business impact** include, but are not limited to:

- Business interruption
- Employees unable to report to work
- Customers unable to reach facility
- Company in violation of contractual agreements
- Imposition of fines and penalties or legal costs
- Interruption of critical supplies
- Interruption of product distribution
- Reputation and public image
- Financial impact/burden
- Loss of business
- Revenue lost during past incidents

Issues to consider for **preparedness** include, but are not limited to:

- Status of current plans
- Frequency of drills
- Training and implementation status
- Insurance
- Availability of alternate sources for critical supplies/services

Issues to consider for **internal resources** include, but are not limited to:

- Types of supplies on hand/will they meet need?
- Volume of supplies on hand/will they meet need?
- Staff availability
- Coordination with Memorandums of Understanding
- Availability of back-up systems
- Internal resources ability to withstand disasters/survivability

Issues to consider for **external resources** include, but are not limited to:

- Types of agreements with community agencies/drills
- Coordination with local and state agencies
- Coordination with proximal health care facilities
- Coordination with treatment specific facilities
- Community resources
- Time to marshal an on-scene response
- Scope of response capability
- Historical evaluation of response success
- Local emergency response availability

FACILITY NAME

SCORING SCALE						
	Category	Definition	Score	Scoring Scale	Max Score	
Risk	Relative Risk	The probability of an event occurring and the impact it will have on the facility, based on current mitigation capabilities of the facility. Relative Risk = Probability x Severity (Impact & Severity)	0	No Relative Risk incurred	1.00	
			1	Low Relative Risk		
			2	Moderate Relative Risk		
			3	High Relative Risk		
			4	Highest Relative Risk		
Probability	Probability ¹	Historical review of last 10 years and the likelihood that the event will occur within the next 10 years.	0	No probability to occur/Not Applicable	4	
			1	Unlikely to occur, but possible in 10 yr period		
			2	Likely to occur at least once in 10 yr period		
			3	Will occur several times within 10 yr period		
			4	Will likely occur frequently in 10 yr period		
Severity	Impact	Human Impact	0	No injuries or death/ Not applicable	24	
			1	Low Acuity/Low Volume injuries		
			2	Low Acuity/High Volume injuries		
			3	High Acuity/Low Volume injuries or death		
			4	High Acuity/High Volume injuries or death		
		Property Impact	0	No property damage/ Not applicable		
			1	Minor damage, recovery less than 2 weeks		
			2	Moderate damage, recovery less than 1 month		
	3		Severe damage, recovery less than 6 months			
	Business Impact	0	No service disruption/ Not applicable			
		1	Disruption to non-essential services			
		2	Disruption to non-essential services, possibility of interruption to essential services			
		3	Termination of non-essential services, Interruption to essential services			
		4	Termination of both non-essential and essential services			
	Mitigation	Preparedness	The plans, policies, and procedures implemented by the facility that will be implemented should the incident occur.	0		Not applicable
				1		Plan(s) in place, training up to date
				2		Update to plan(s) & training required
				3		Plan(s) and training in development
				4		No plan(s) or training in place
		Internal Response	The ability of the facility to coordinate resources in the event an incident occurs.	0		Not applicable
				1		Sufficient resources available
				2		Limited resources, mustering additional internal staff viable
				3		Limited resources, mustering additional internal staff not likely
		External Response	External resources available to the facility to aid in incident response and recovery operations.	0		Not applicable/ Not needed
1				Resources readily available		
2				Resources available, prolonged response likely		
3	Limited resources available, prolonged response likely					
4	No external resources available					

¹ Historical analysis based on a ten (10) year trend
² Acuity: Low : minor injuries; High : moderate to severe injuries

FACILITY SUMMARY OF HAZARD ANALYSIS

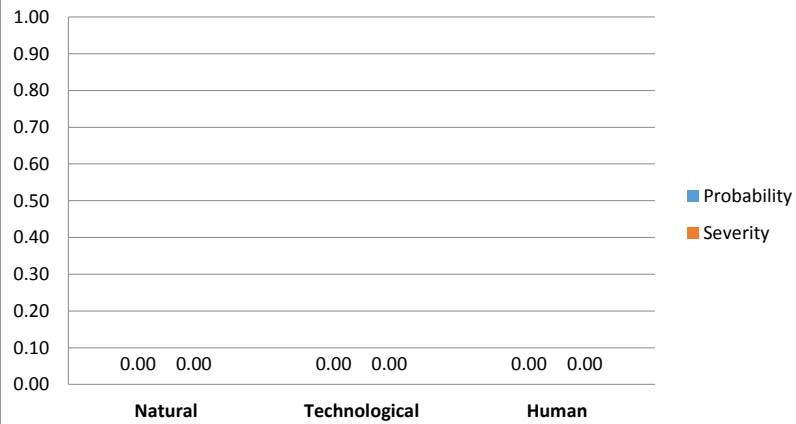
Instructions for Summary Worksheet

-The data table and graphs are formatted to auto-fill as the *Hazard Worksheets* are completed

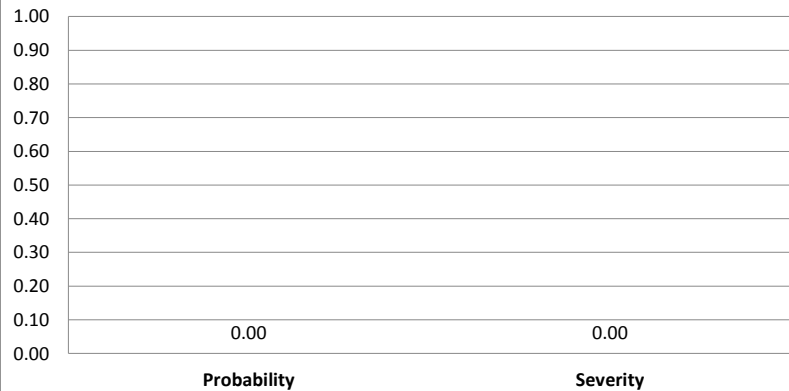
-Cell C6 will change colors automatically depending on the calculated risk

OVERALL RISK TO THE FACILITY		#DIV/0!			Color Scale	
	Natural	Technological	Human	FACILITY		Low Relative Risk
Probability	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		Moderate Relative Risk
Severity	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		High Relative Risk
Hazard Specific Risk	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		Highest Relative Risk

Hazard Specific Risk to the Facility



Probability and Severity of Hazards to the Facility



XYZ SAMPLE FACILITY

Natural Disaters		
TOP 10 HVA	RANK	Risk
#NUM!	1	#NUM!
#NUM!	2	#NUM!
#NUM!	3	#NUM!
#NUM!	4	#NUM!
#NUM!	5	#NUM!
#NUM!	6	#NUM!
#NUM!	7	#NUM!
#NUM!	8	#NUM!
#NUM!	9	#NUM!
#NUM!	10	#NUM!

Technogical Disasters			
TOP 10 HVA	RANK	Risk	
#NUM!	1	#NUM!	
#NUM!	2	#NUM!	
#NUM!	3	#NUM!	
#NUM!	4	#NUM!	
#NUM!	5	#NUM!	
#NUM!	6	#NUM!	
#NUM!	7	#NUM!	
#NUM!	8	#NUM!	
#NUM!	9	#NUM!	
#NUM!	10	#NUM!	

Human Events		
TOP 10 HVA	RANK	Risk
#NUM!	1	#NUM!
#NUM!	2	#NUM!
#NUM!	3	#NUM!
#NUM!	4	#NUM!
#NUM!	5	#NUM!
#NUM!	6	#NUM!
#NUM!	7	#NUM!
#NUM!	8	#NUM!
#NUM!	9	#NUM!
#NUM!	10	#NUM!

XYZ SAMPLE FACILITY

Only enter 0 - 4 in white cells below, the rest auto-fills

Hazard Vulnerability Assessment						RISK	PROBABILITY	SEVERITY	Relative Risk	Comments
NATURAL HAZARDS						#DIV/0!	#DIV/0!	#DIV/0!		
HAZARD	PROBABILITY (0-4)	SEVERITY								
		IMPACT			MITIGATION					
		HUMAN IMPACT	PROPERTY IMPACT	BUSINESS IMPACT	PREPARED- NESS	INTERNAL RESPONSE	EXTERNAL RESPONSE			
		Possibility of death or injury	Physical losses and damages	Interruption of services	Preplanning	Time, effectiveness, resources	Community/ Mutual Aid staff and supplies			
Avalanche										
Blizzard										
Coastal Tsunami / Erosion										
Dam Failure										
Drought										
Dust / Sand Storm										
Earthquake										
Flooding (External)										
Damaging Winds										
Hail Storm										
Hurricane										
Infection Disease (SARS, Flu, etc)										
Landslide										
Severe Thunderstorm										
Snow / Ice Storm										
Temperature Extremes										
Tornado										
Volcanic Eruption										
Wild Fire										
<i>Other 1 (provide hazard name)</i>										
<i>Other 2 (provide hazard name)</i>										
<i>Other 3 (provide hazard name)</i>										
Average Score	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		

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Hazard Vulnerability Assessment TECHNOLOGICAL HAZARDS						RISK #DIV/0!	PROBABILITY #DIV/0!	SEVERITY #DIV/0!	
HAZARD	PROBABILITY (0-4)	SEVERITY						Relative Risk	Comments
		IMPACT			MITIGATION				
		HUMAN IMPACT	PROPERTY IMPACT	BUSINESS IMPACT	PREPARED- NESS	INTERNAL RESPONSE	EXTERNAL RESPONSE		
		Possibility of death or injury	Physical losses and damages	Interruption of services	Preplanning	Time, effectiveness, resources	Community/ Mutual Aid staff and supplies		
Carbon Monoxide Release (Internal)									
Commercial Power Failure									
Communications Systems Failure									
Contamination of Outside Air									
Cyber Attack									
EHR/Information Systems Disruption									
Fire Alarm System (Detection) Failure									
Fire Protection System Loss (Suppression)									
Fire, Internal									
Flood, Internal									
Fuel Shortage									
Generator Failure									
Hazmat Exposure, External									
Hazmat Exposure, Internal									
HVAC Failure									
Medical Gas Failure									
Medical Vacuum Disruption									
Natural Gas Failure									
Natural Gas Odor/Leak									
Nuclear Facility EPZ									
Public Transportation Disruption									
Sewer Disruption									
Steam Disruption									
Vendors: Inability to deliver supplies									
Vendors: Inability to respond for repairs									
Water Supply Disruption (Potable)									
<i>Another Technolgical Hazard</i>									
<i>Other 2 (provide hazard name)</i>									
<i>Other 3 (provide hazard name)</i>									
Average Score	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	

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Hazard Vulnerability Assessment						RISK	PROBABILITY	SEVERITY	
HUMAN HAZARDS						#DIV/0!	#DIV/0!	#DIV/0!	
HAZARD	PROBABILITY (0-4)	SEVERITY						Relative Risk	Comments
		IMPACT			MITIGATION				
		HUMAN IMPACT	PROPERTY IMPACT	BUSINESS IMPACT	PREPARED- NESS	INTERNAL RESPONSE	EXTERNAL RESPONSE		
		Possibility of death or injury	Physical losses and damages	Interruption of services	Preplanning	Time, effectiveness, resources	Community/ Mutual Aid staff and supplies		
Active Shooter / Person with a Weapon									
Bomb Threat (Called in)									
Civil Disturbance									
Community Surge									
Forensic Admission									
Hostage Situation									
Labor Dispute/Strike									
Mass Casualty Incident < 5 Patients									
Mass Casualty Incident < 5 Patients needing Decon									
Mass Casualty Incident > 5 Patients									
Mass Casualty Incident > 5 Patients needing Decon									
Missing Patient (NH Resident)									
Sheltering in Place (Staff, Staff Families, Pets)									
Suspicious Package or Substance									
Surge or Influx or Patients (NH Residents)									
Community or Regional Terrorism (CBRN)									
VIP Admission									
Workplace Violence									
<i>Other 1 (provide hazard name)</i>									
<i>Other 2 (provide hazard name)</i>									
<i>Other 3 (provide hazard name)</i>									
Average Score	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	