

Disaster Preparedness workshop 1:

Risk Assessment



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Housekeeping

1. *Zoom meeting differences: unmute, video, etc.*
2. *This is a workshop, let's collaborate!*
 - a. *Wait, how do we collaborate?*
3. *Can we record?*

Do you have your risk assessment worksheet?



Disaster Planning for special districts

engage.getstreamline.com/disasterplan

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Disaster Planning Toolkit for Special Districts

Join a webinar [July 23rd](#) to perform a risk assessment for your district >

getstreamline.com/disasterplan

This toolkit was designed specifically for special districts and includes worksheets you can download to build your own Disaster Plan!

- [Google Sheets Risk Assessment Template](#)
- [Microsoft Excel Risk Assessment Template](#)
- [Emergency Action Plan Checklist \(PDF\)](#)
- [Emergency Action Plan minimum requirements \(US Dept. of Labor\)](#)

Introduction to the Disaster Planning process

The need for special districts to plan for unforeseen events has become more obvious than ever before. Whether it's a threat from a

Hello from the Streamline team!
How can we help?

The Disaster Planning process



Phase 1: Mitigation



Perform a Risk Assessment

Understand the financial, operational, and physical risks to your district in case a disruption occurs. The team analyzes the business impact of emergency on finances, employees, operations, etc.

Create plans for response and recovery

Preparedness takes the form of plans or procedures designed to save lives and to minimize damage when an emergency occurs. This is a continuous cycle of planning, organizing, training and evaluating to ensure that your district is prepared and plans are up to date.



Phase 2: Preparedness

Phase 3: Response



Addressing the disaster in the moment

This phase includes the actions taken to save lives and prevent further damage in a disaster or emergency situation. This is where you put your preparedness plans into action for things you weren't able to mitigate against.

Getting back to "normal"

Recovery efforts are primarily concerned with actions that involve rebuilding, re-employment, and the repair of other essential infrastructure. Efforts should be made to "build back better," trying to reduce the pre-disaster risks inherent in the community and infrastructure.



Phase 4: Recovery

What we'll cover today

1. *Mitigation - perform a risk assessment*
2. *Preparedness - develop an emergency response plan and business continuity plan*
3. *Response - where your plans come into play!*
4. *Recovery - "build back better"*





Assemble your team

What risks are we planning against?

1. Natural hazards

a. Floods, wildland fires, hurricanes, earthquakes

2. Human-caused hazards

a. Accidents, intentional acts, violence

3. Technological hazards

a. IT failures, building fires, supplier failure

Pandemic?



The Risk Analysis Process

The impacts from hazards can be reduced by investing in mitigation.
If there is a potential for significant impacts, then creating a mitigation strategy should be a high priority.

HAZARDS

- Fire
- Explosion
- Natural hazards
- Hazardous materials spill / release
- Terrorism
- Workplace violence
- Pandemic disease
- Utility outage
- Connectivity outage
- Cyber / ransomware attack
- Mechanical breakdown
- Supplier failure
- etc.



Probability & Magnitude

ASSETS AT RISK

- People
- Property (buildings, critical infrastructure)
- Vehicles and machinery
- Systems / equipment
- Information technology
- Business operations
- Regulatory and contractual obligations
- Environment
- Reputation of or confidence in your district
- etc.



Vulnerability

IMPACTS

- Casualties
- Property damage (land, buildings, vehicles, machinery, etc)
- Business interruption
- Financial losses
- Environmental contamination
- Loss of confidence in your district
- Fines and penalties
- Lawsuits



Impact Analysis

Let's get
started!!



Risk Assessment worksheet

You should be
looking at your
own worksheet
right now.

	A	B	C	D	E	F	G	H	I	J
1	Risk Assessment worksheet									
2										
3						Rate Potential Impacts Without Additional Controls				
4	Asset or operation at risk	Potential Hazard	Scenario (location, timing, magnitude)	Vulnerabilities (Mitigation / Prevention Opportunities)	Probability of Occurrence (L,M,H)	People	Physical Property / Vehicles / Machinery	Operations Ability to Conduct Business	Reputation in Community	Overall Rating (rating from column E and highest rating from columns F - I)
5										
6	Office staff	Fire, explosion, workplace violence	In the office during work hours. Magnitude= huge.	Clear escape routes and training, panic buttons, etc.	M	H	H	H	H	MH
7	Office staff	Pandemic with stay at home orders	Working from home, timeframe unknown	All files on servers at our office, lack of work from home equipment and process	M	H	L	M	M	MH
8										
9	* rows 6-7 are examples only									

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Risk Assessment worksheet



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Rate Potential Impacts Without Additional Mitigation (L,M,H)

**Asset or
operation
at risk**

**Potential
Hazard**

**Scenario
(location,
timing,
magnitude)**

**Vulnerabilities
(Mitigation /
Prevention
Opportunities)**

**Probability of
Occurance
(L,M,H)**

People

**Physical
Property /
Vehicles /
Machinery**

**Operations /
Ability to
Conduct
Business**

**Reputation in
the Community**

Overall Hazard Rating
(rating from column E
and highest rating from
columns F - I)

Office staff

Fire, explosion,
workplace
violence

In the office
during work
hours.
Magnitude=
huge.

Clear escape
routes and
training, panic
buttons, etc.

M

H

H

H

H

MH

Office staff

Pandemic with
stay at home
orders

Working from
home,
timeframe
unknown

All files on
servers at our
office, lack of
work from home
equipment and
process

M

H

L

M

M

MH

* rows 6-7 are
examples only

Column A: **Assets**

Compile a list of assets (people, facilities, machinery, equipment, vehicles, information technology, etc.) in the left column.

Keep in mind that you may need multiple rows for the same asset, if different hazards might affect it.

Examples:

Employees, buildings, equipment,
documents and files...

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Column B: **Hazards**

For each asset, list hazards that could cause an impact. Since multiple hazards could impact each asset, you will probably need more than one row for each asset.

You can group assets together for simplicity, but use a separate row to assess assets that are critical.

Example:

Pandemic stay at home orders, building
burns down during fire

Risk Assessment worksheet



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Rate Potential Impacts Without Additional Mitigation (L,M,H)

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(Mitigation /
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(L,M,H)**

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H

L

M

M

MH

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Column C: **Scenarios**

Consider both high probability / low impact scenarios and low probability / high impact scenarios.

(Location, timing, magnitude)

Pandemic - working from home could affect services we can deliver

Fire - if staff is in the office the magnitude will be huge

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Column D: **Vulnerabilities**

Identify vulnerabilities or weaknesses in the asset that would make it susceptible to loss.

Record opportunities for hazard prevention and mitigation here.

All files are on servers at our office,
employees don't have equipment to
work from home and/or can't access
important documents



	A	B	C	D	E	F	G	H	I	J
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Column E: **Probability**

Estimate the probability that the scenarios will occur on a scale:

L = low

M = medium

H = high

(Some systems use a 1-5 rating instead)

Nuclear war = low probability

Wildland fire = high probability



Columns F - I: **Impact (without mitigation)**

Analyze the potential impact of the hazard scenario on people, property, operations / ability to conduct business, reputation in the community.

L = low

M = medium

H = high

Nuclear war = high impact

Wildland fire = high impact

Network outage = low impact?



Column J: **Overall hazard rating**

A two-letter combination of the rating for probability (column E) and the highest rating in columns F - I (impacts on people, property, operations, reputation).

Nuclear war = LH

Wildland fire = HH

Network outage = LL



Carefully review
scenarios with potential
impacts rated as
medium or high.

**Consider whether action
can be taken to prevent
the scenario or to reduce
the potential impacts.**



Mitigation!

**Consider whether action
can be taken to prevent
the scenario or to reduce
the potential impacts.**

**Next
steps**



Disaster Planning resources

Ready.gov

fema.gov

agilityrecovery.com



Disaster Planning Resources

We'll have additional workshops to complete the Disaster Planning process:

- *Creating an emergency response plan*
- *Creating a business continuity plan*

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