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## Worksheet C

### Sample Detailed Step Workplan

**CEM Program:** Hazard Vulnerability Analysis

**Subtopic:** *Develop an analysis of hazards faced by your facility along with an assessment of the facility's vulnerability to those hazards.*

**End Product:** *A comprehensive hazard/vulnerability analysis for your facility that will provide the foundation for your emergency management program.*

**Action Steps:**

1. *Begin a thorough search of records, newspapers, history books and research information related to disasters which may have occurred in the area.*
  2. *Develop a **list of hazards** and potential disasters that could occur in your jurisdiction, destroying property and causing loss of life. Brainstorm with the EP Committee, and:*
    - a. **Categorize** them as natural, man-made, technological, or attack related.
    - b. Use the rating system in the Activity to **prioritize** the hazards listing.
    - c. Given this list of hazards, now establish what kinds of secondary hazards each of the priority hazards could cause. List them.
  3. *Develop an **internal, and an external hazard/risk map** with specific overlays to identify the high risk areas.*
  4. *Now you must estimate how vulnerable your facility is to the hazards that have been identified.*
    - a. **Identify the services that are essential to continuity of care.**  
*Examples might include:*
      - o *Direction & control*
      - o *Communications*
      - o *Transportation*
      - o *Supply (warehouses)*
      - o *Health & medical services*
      - o *Food & drinking water*
      - o *Structure and function of the facility*
    - b. *Develop a **Capability Shortfall Matrix** based on your priority hazards.*
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5. *Decide on the format and organization for the hazard analysis document.*
    - a. *Develop a **briefing document** as a summary of your hazard vulnerability study to be used for Step Four (Building Support).*

**Estimate of Staff Time:** *Anywhere from 1-2 months.*

**Barriers:**

1. *Lack of data and information available on specific hazards.*
2. *Individuals who do not understand the value of the analysis to the emergency management program.*

**Incentives:**

1. *It forms the entire foundation for your comprehensive emergency management program, by projecting "agent-generated demands."*
2. *It begins the process of establishing your facility's standard of care and thus ultimately reducing potential liability.*

**Budget Issues:** *Staff time, printing costs, map and graphics productions, costs of acquiring special data.*

**Who Should Do It?** *The EPC, EP committee members, staff and students from colleges and universities, etc.*

**Maintenance Tasks:** *Annual updates of data and potential hazards.*

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