Risk Assessment Instructions

1. **Identify your risks:** Use the document to determine the risks that are likely to affect your senior center. Start with the list in the worksheet.

2. Add any additional risks your center may be exposed to that are not already listed. Please note that this may be a good opportunity to reach out to your local emergency management office to get a copy of your community's hazards vulnerability analysis. It contains a list of possible natural and man-made hazards that could affect your area.

3. **Rank the probability of each risk:** How likely is it to happen? Assign a rank of 0 to 5 in the column marked "Probability," with 5 being the most likely to happen and 0 being no chance of happening.

4. **Rank the severity of each risk**: What is the potential impact of each risk? How much damage is the risk capable of causing? Think about how long an event could disrupt your services. Also, consider the risk's potential reach (for example: part or all of your building, an entire neighborhood, the entire region). After assessing all of these factors, assign a rank of 0 to 5 in the column marked "Severity," with 5 being the most damaging and 0 being no damage at all

5. The **Total** column will automatically be completed.

The highest-ranking risks (15-25) are those you will need to include in your Emergency Contingency Services Operation Plan. You should also consider including other high-probability and/or high-severity risks in your plans (those with scores of 4 or higher in either category.)