

HAZARD ASSESSMENT SURVEY

This probability/impact survey provides a high-level assessment and insight of risk potential for a event. It is not to be considered all-inclusive. It does provide a general understanding of the threats and their potential impact on operations at your facility.

Is the office within 1 mile radius unless otherwise noted	Rank Risk Low, Medium, High	Comments
Airports (10 miles)		
Animal Confinement Facilities/Research		
Banks		
Bus Terminals		
Chemical Plant		
Consulate/Embassy		
Controversial companies		
Convenience Store - immediate proximity (1-2 blocks)		
Dams/Reservoirs		
Fire Station		
Freeways		
Government Buildings		
High Crime Area		
High profile national monuments		
High profile tourist sites		
Hospital/Emergency Room		
Jail/Prison		
Laboratories		
Manufacturing Plant		
Military Base - 25 mile radius		
New Construction or Development		
Nuclear Reactor - 50 mile radius		
Nuclear Waste Site - 50 mile radius		
Oil Drilling		
Oil Refineries		
Police Station		
Port		
Racially Sensitive Areas - 5 mile		
Rail tracks and/or yards		
School/College/University - 5 mile		
Shopping Malls		
Stadiums		
Synagogues/Churches		
Train tracks		
Trucking Facilities		
Underground mines/shafts		
Water Treatment Plant		

Is the office within 1 mile radius unless otherwise noted	Rank Risk Low, Medium, High	Comments
Is The Office Located In An Area With These Natural Hazards	Rank Risk Low, Medium, High	Comments
Earthquake/Fault Zone		
Flood		
Heat, Extreme		
Hurricane		
Lightening		
Mudslides		
Tidal Waves		
Tornado		
Tsunami		
Volcano		
Wildfires		
Wind storms, Heavy		
Winter Weather, Severe (Snow/Blizzard/Ice)		
Does the Office Have A History of Any of the Following	Check if Applicable	Comments
Asbestos		
Assaults		
Bomb Blast		
Bomb Threat		
Embezzlement		
Indoor Air Quality Problems		
Infectious Disease Outbreak		
Kidnapping		
Labor Dispute		
Murder at work		
PCB's		
Robbery		
Robbery		
Sabotage		
Stalking		
Threats		

Levels	Definitions
Level 1 = Low risk	Low probability with low to medium impact
Level 2 = Medium risk	Low probability with high impact Medium probability with medium to high impact
Level 3 = High risk	High probability with high impact

Definitions

- Probability - *Likelihood* that the particular hazard will result in damage at this location.
- Impact/Severity- An *estimation* of how serious the potential problem might be in terms of harm to people and/or damage to property

General Building Information

- Address of facility. Main phone number
- Do you own or lease?
- Are you the sole tenant?
 - If not, briefly describe other tenants
- Brief description of structure
 - Square footage of each floor
 - Year of construction of the building
 - Total number of floors in the building (please note basements, mezzanines or mechanical floors)
- Where is the parking?
 - Parking lot or garage (how many floors)
- Number of employees at the site
 - Number of floors and which floors you occupy
 - If a campus type environment note the number of buildings. Please provide the square footage of each building, floor.
- Do you have a badge system? Do you require employees to wear badges at all times? Do they have employee photos on them?

Fire Safety Information

- Standpipes in the building? Where? Usually in stairwell (high-rise) or in core of building (low-rise).
- Fire Extinguishers?
 - Where?
 - What type? (ABC, A, B, C, Halon)
- Smoke detectors? Where?
 - Elevator lobbies
 - Hallways
 - Top of stairwells
- How many stairwells? Are they fire rated and enclosed? Do you know the fire rating?
- Elevators?
 - How many passenger?
 - How many freight?
 - Is there automatic recall with smoke?

- Is there a public address system? If yes, is it used for emergencies (i.e. to give evacuation directions in a fire)?
- A fire alarm? What sound does it make?
- Are there fire pull stations? Where are the pull stations located?
- Does the building have sprinklers? Throughout?
- Do you have emergency lighting?
 - Battery or generator powered?
- What are your evacuation procedures (Full building evacuation or relocation)
- If you go to the street - do you have designated evacuation areas? Are they marked with any signage?
- Is 9-1-1 the local emergency number in your area?
- Where are your first aid kits?
- Do you have disaster-type supplies? If so what are they and where are they?
- Is there a life safety system (fire panel)?
 - If yes, where is it?
 - Is it monitored by an alarm monitoring company? If so, who is it?
- High-rise buildings-
 - Do you have a fire pump? Electric, diesel or both?
 - Do you relocate during a fire emergency? If so, how many floors?

Power

- Is there an emergency generator?
 - If so, what does it power?
- Do you have UPS on your servers or phone switch?
 - If yes, how long will it last?

Staff

- Who do employees report emergencies to? I.e. Security, receptionists, a specific department? What is that phone number? Ideally a live person rather than voice mail should answer the number so they can track down the responsible person versus leaving an urgent message on voice mail.
- Do you have Security?
 - If so what is the Security phone number and hours? What are their overall responsibilities?
- Do you have a building engineer?
 - If yes, what are their hours? How many?
- Do you have property management?
 - If yes, on site?
 - Hours and phone number to contact?
- Do you have floor wardens or emergency response teams? Do they assist in building evacuation?
- Do you have a security alarm?
 - What is the name and phone number for the alarm monitoring service?

Emergencies

- Do you have a pre-designated command center or post for managing an event at your location?

Owned Properties Only

Utility Shut-offs- where to shut off?

Gas _____

Main Electrical _____

Domestic Water _____

Sprinkler water _____