

## 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		

<b>Is the office within 1 mile radius unless otherwise noted</b>	<b>Rank Risk Low, Medium, High</b>	<b>Comments</b>
<b>Is The Office Located In An Area With These Natural Hazards</b>	<b>Rank Risk Low, Medium, High</b>	<b>Comments</b>
Earthquake/Fault Zone		
Flood		
Heat, Extreme		
Hurricane		
Lightening		
Mudslides		
Tidal Waves		
Tornado		
Tsunami		
Volcano		
Wildfires		
Wind storms, Heavy		
Winter Weather, Severe (Snow/Blizzard/Ice)		
<b>Does the Office Have A History of Any of the Following</b>	<b>Check if Applicable</b>	<b>Comments</b>
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 \_\_\_\_\_