

# Risk Assessment Form

To plan for recovery, it is important to first understand the risks that threaten your organization and employees.

This assessment checklist will guide you through identifying and rating these risks. You can then focus mitigation efforts on risks with higher importance, which is calculated by multiplying the probability (increasing 1 to 5) and impact (increasing 1 to 5) numbers. Use the blank rows to write in any other threats particular to your organization. We will consider risks to your supply chain in a separate checklist, so the focus here is on threats directly to your business and employees.

Risk	Importance			Comments
<b>EXAMPLE:</b> Meteor strike to building	Probability	1	5	No reasonable mitigation techniques. Ignore.
	Impact	5		
<b>EXAMPLE:</b> Transformer hit by lightning, power out for one week	Probability	2	6	Install transfer switch to allow generator power
	Impact	3		
Power outage: Consider whether your grid is a priority for utilities to restore quickly	Probability			
	Impact			
Lost access to building: Due to pest infestation, quarantine, crime scene, etc.	Probability			
	Impact			
Critical equipment failure: Including email server, key file server, heat or A/C	Probability			
	Impact			
Phone/Internet outage: Cut cable, phone company power loss, phone server down	Probability			
	Impact			
Fire and wildfires, nearby building fires and chemical fires are possible sources	Probability			
	Impact			
Tornado and other high winds; impact increased if building is not storm-proofed	Probability			
	Impact			
Flood: May represent regional flooding from coast or rivers or pipe bursts/leaks	Probability			
	Impact			
Hurricane/seasonal storms; ice storms represent similar risk for other regions	Probability			
	Impact			
Earthquake: Consider supply chain effects, not just your own building	Probability			
	Impact			
Employee absenteeism: Those with unique skills or special needs for family	Probability			
	Impact			
Mass absenteeism: Pandemic or transportation strike/outage are causes	Probability			
	Impact			
Explosion/Spill: Heightened risk if near highway, railroad, airport, chemical plant	Probability			
	Impact			
Terrorism: Communications and transport likely to cause secondary challenges	Probability			
	Impact			

# Risk Assessment Form (cont.)

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# Risk Assessment Form (cont.)

When going through the risk identification process, please be sure to consider site-specific, local and regional risks, as well as those of key business partners.

The map below illustrates the frequency and variety of threats across the United States, and the same is true for Canada and the rest of the world. This data was compiled by FEMA.

