



Colorado Department
of Public Health
and Environment

RISK ASSESSMENT PLANNING MATRIX INSTRUCTIONS

1. Complete the **Hazard Analysis Worksheet** and the **Readiness Rating Worksheet and Scorecard** before beginning this matrix.
2. Locate the All-Hazards region the facility is located in from the list on the left-hand side of the chart, and highlight the corresponding row.
3. Fill in the Risk Level numbers for each of the Facility-Specific Hazards using the **Hazard Analysis Worksheet**.
4. Fill in the numbers for the *Prevention, Preparedness, Response and Recovery Capabilities* using the completed **Readiness Rating Scorecard**, located in the **Readiness Rating Worksheet (Section 1)**.
5. Determine which annexes are critical for your facility:
 - Any rating of **High Risk** (level **3**) is critical and must be included in the emergency operations plan.
 - Any rating of **Medium Risk** (level **2**) is likely and should be included in the emergency operations plan.
 - Any rating of **Low Risk** (level **1**) may be included at the discretion of the facility manager. If in doubt, plan for the hazard!
6. The State of Colorado and Federal Regulations already identified the first three priorities for emergency planning. These have been filled into the chart already.
7. Identify the five remaining **MOST CRITICAL** hazards for your facility and fill them in below:

Priority One	Priority Two	Priority Three	Priority Four	Priority Five	Priority Six	Priority Seven	Priority Eight
Facility Fire	Winter Storm	Wildfire	[Critical Hazard]	[Critical Hazard]	[Critical Hazard]	[Critical Hazard]	[Critical Hazard]

Note: These eight objectives will be consistent between forms and analysis. Facilities may include more hazards in the planning and exercising process, but these eight must **always** be present.

8. Construct a Hazard Annex for each of these priorities and be sure they are included in the final draft of the EOP. There will be additional tools available at www.healthfacilities.info to assist in this process.
9. Determine what **Readiness Ratings** need improvement for your facility and form a plan to improve on them. There will be additional tools available at www.healthfacilities.info to assist in this process.

