



Handout 2.1—Risk Assessment— Sample Hazards Inspection Checklist

- Used for prioritizing the needs of equipment and supplies
- Used as an assessment tool for future budget plan
- Used to inform first responders (especially fire) about building condition
- Update information at least once a year

Table 1: Evaluation of Current Building Condition

BUILDING FACTORS	CONDITION/LOCATION	POSSIBLE HAZARDS
Where is the Building Situated?	Building is located at north end of Federal Complex, at the corner of 1 st Ave. and Main.	Holding pond, north of North Ave.
Surrounding Area	Other federal office buildings are located to the west and south. A large parking lot lies to the east. A road is north of the building—Route 66, located about 1/8 th mile north of the building.	Vulnerability to Hazmat incidents on Route 66. Risk of collateral effects of emergencies at nearby buildings.
Location of Records	Records are stored in decentralized file locations throughout the building.	One file station is in a basement, vulnerable to water drainage in a major storm or leak.
Security	Nine staff members have keys to the building.	Possible hazard. Lost or stolen keys present security risk.
Environmental Stability in the Building	One records area—the technical library and archives—is temperature- and humidity-controlled.	Minimal hazard
Structural Stability	Brick structure. Building was constructed in phases: 1942, 1950s, 1960s, and 1970s. Last addition, completed in 1973, includes the new front office areas.	Minimal hazard
Roof Type	Metal roof with tar and gravel covering. Library stack area roof is reinforced with special roofing materials.	Moderate. Older parts of the building are still vulnerable to roof leak around drains.
Drainage/Sprinkler System	Wet pipe sprinkler system	Minimal hazard
Fire Protection System	Fire alarms, sprinkler alarms activated by heat-sensing sprinkler heads. Fire extinguishers are present.	Minimal hazard
Hazardous Materials On Site or Near Site	Small amounts of paint and other substances are maintained in the dock in a locking cabinet.	Minimal hazard
Chemical*	Location/Amount	Possible hazards

*Inventory of dangerous chemicals stored on site



Handout 2.2—Possible Hazards

Use the following list of possible hazards as a tool to start identifying the risks to your essential records. Of course, when identifying risks, it’s important to be realistic and focus on those risks that are likely to happen in your state or locality and or circumstances. In other words, don’t be concerned about a tsunami if you live in Iowa.

For more information on the hazards relevant to your state or locality, visit the Intergovernmental Preparedness for Essential Records (IPER) Resource Center.

Table 1: List of Possible Hazards by Type

TYPE	HAZARDS
Natural Hazards	Hurricane Tornado Severe storm Winter storm Flooding Fire, wild Lightning damage Water damage Disease Earthquake, other seismic event Volcanic eruption Tsunami
Human-Caused Hazards	Fire, structure/arson Plumbing failure Structural failure Power failure Telecommunications failure Computer network failure Building access/closing Transportation disruption Medical emergency Hazardous materials incident Disgruntled employee/sabotage Bomb or bomb threats Airplane crash Nuclear plant meltdown Terrorism Civil unrest

Table 1: DPR Risk Matrix

ESSENTIAL RECORD	POTENTIAL RISK	SOURCE OF RISK	LOCATION OF IMPACT	POTENTIAL EFFECTS ON ESSENTIAL RECORD	EXISTING CONTROL MEASURES	HOW LIKELY IS AN INCIDENT? (PROBABILITY RATING)	SEVERITY OF EFFECTS (IMPACT RATING)



Rating System

Table 2: Risk Analysis Rating System

RISK ANALYSIS RATING SYSTEM				
Impact of Risk	High	Catastrophic impact; devastating loss The event has little chance of occurring.	Catastrophic impact; devastating loss Similar events have occurred in the past.	Catastrophic impact; devastating loss The event is expected to occur.
	Medium	Serious/critical impact; significant loss The event has little chance of occurring.	Serious/critical impact; significant loss Similar events have occurred in the past.	Serious/critical impact; significant loss The event is expected to occur.
	Low	Minor/marginal impact; some loss The event has little chance of occurring.	Minor/marginal impact; some loss Similar events have occurred in the past.	Minor/marginal impact; some loss The event is expected to occur.
		Low	Medium	High
		Probability of Risk		