# **State of Maine**

# MAINE EMERGENCY MANAGEMENT AGENCY

Hazard Identification And Risk Assessment For Schools

WORKBOOK

November 2006

(Supersedes Previous Editions)

http://www.maine.gov/mema

#### Hazard Identification and Risk Assessment

A Workbook for Schools

#### **FORWARD**

MEMA's Hazard Identification and Vulnerability Assessment Workbook for State and Local Governments is the basis for the Hazard Identification and Risk Assessment Workbook for Schools. This workbook will assist schools to plan in ways that compliment the emergency planning done by the community. It is important that school emergency plans integrate well with town emergency management plans.

The significant hazards identified by this workbook can also become the basis for emergency and mitigation planning in your jurisdiction. Mitigation actions are those that a community can take to lessen or eliminate the impact of a hazard on its' citizens and property. Emergency planning involves all four phases of disaster planning: Preparedness, Mitigation, Response, and Recovery.

Our hope is that you will find this system useful in your school planning and mitigation activities.

## Contents

Foreword	2
Contents	3
Workbook Instructions	4
Jurisdiction Description	5
Signatory Page	6
Hazard Identification and Rating Worksheets	7-22

# **Workbook Instructions**

This rating of hazards should be done by a panel made up of members of the school's planning team. At least one of those members involved in the risk assessment should be from the town or county EMA office or local fire department. **This risk assessment is not intended to be completed by one person working alone.** A copy of your County's Hazard Identification Report may be requested from your County EMA Office.

- 1. Fill out the Jurisdiction Description/Planning Team form on pages 6 and 7.
- 2. Go to the Hazard Identification and Rating section on page 7.
- 3. Fill out the Rating Chart:
  - ➤ Begin with the first hazard. If you answer "YES", the hazard could affect your jurisdiction, continue answering questions 2, 3, 4, and 5 in that row.
  - ➤ If your answer is "NO" to question #1, continue down the page to the next hazard.

NOTE: Hazard Identification and Risk Assessments must be reviewed at least once every year for new risks and changing conditions—such as new construction—in the area.

If you have answered "yes" to either question #3 or #4, you have identified a significant hazard for your school, school operations, students or staff that must be addressed in your Emergency Operations Plan.

4. Make a copy of the completed workbook:

- Local jurisdictions: Send a copy to your Superintendent's Office
- ➤ Your Town and County Emergency Management Agency may also like to have a copy.
- 5. Write or update the School's Hazard Identification Report.
- 6. Write or update the School's Emergency Operation Plan.
- 7. Each year review all hazards to assess changes in hazard risk and vulnerability and to add or delete hazards.
- 8. Make necessary changes to your Emergency Operations Plan (EOP) as required by any changes in your risk assessment.

# **Jurisdiction Description**

Jurisdiction name:	for coordinating school emergency management activities:
Town or City	Name
Name, address, and telephone number of County Emergency Management Agency:	Title
	Organization Name
Organization Name	Street Address
Street Address	Mailing Address
Mailing Address	City State Zip Code
City State Zip Code	Telephone Number Fax Number
Telephone Number Fax Number	Residential Telephone Number
E-Mail Address	() Work Telephone Number
Name, address, and telephone number of Town or City Emergency	()
Name, address, and telephone number of Town or City Emergency  Management Agency:	Work Telephone Number
Name, address, and telephone number of Town or City Emergency	Work Telephone Number  ()  Fax Number
Name, address, and telephone number of Town or City Emergency Management Agency:  Organization Name	Work Telephone Number  ()  Fax Number
Name, address, and telephone number of Town or City Emergency Management Agency:  Organization Name  Street Address	Work Telephone Number  ()  Fax Number

### SIGNATORY PAGE

5. Names and titles of members of the Planning Team filling out this report:

Name	Title	Date
Name	Title	Date

Assessment Completed Date	
Planning Team Chairperson Approval	Date
Training Team Champerson Approval	Date
School Principal/Headmaster/ Approval	Date
Date Sent To Superintendent/Dean/President	
Data Cantto Dalina Chiaf(a)/Chariff	
Date Sent to Police Chief(s)/Sheriff	
Date sent to Fire Chief(s)	
Date Sent To Town Emergency Management	Agency
Date Sent To County Emergency Managemen	t Agency

HAZARD NAME NOTE: All Hazards	HAZARD IDENTIFICATION		CONCLUSION		
marked by an asterisk (*) could be caused by a terrorist event.	1. Could this hazard affect this school? If "NO" go down to next hazard. If "YES" complete #2-5	2. What is the likelihood of the event occurring at, or in the immediate vicinity of this school?	3. Could school property damage, or loss of use of school property result if this event occurred?	4. Could any person be killed or injured if this event occurred?	5. If you answered "YES" to question #3 or #4, this hazard is significant and must be addressed in your Emergency Operations Plan.
ACCIDENT	Off Site  An incident from any cause that results in serious bodily harm or death to one or more people while engaged in a school supported or sanctioned activity off school property.  [ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No
	On Site  An event from any cause that results in serious bodily harm or death to one or more people while on school property  [ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No

HAZARD NAME  NOTE: All Hazards	HAZARD IDENTIFICATION	VUNERABILITY CONCLUS				
marked by an asterisk (*) could be caused by a terrorist event.	1. Could this hazard affect this school? If "NO" go down to next hazard. If "YES" complete #2-5	2. What is the likelihood of the event occurring at, or in the immediate vicinity of this school?	3. Could school property damage, or loss of use of school property result if this event occurred?	4. Could any person be killed or injured if this event occurred?	5. If you answered "YES" to question #3 or #4, this hazard is significant and must be addressed in your Emergency Operations Plan.	
AVALANCHE*  Mass of sliding snow occurs in mountainous terrain where snow is deposited on slopes of 20 degrees or more.	[ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No	
BLIGHT/INFESTATION*  Any injury to plants resulting in withering, cessation of growth and death of the above ground part of plants caused by: disease organisms (fungi, bacteria, or virus), insects, or unfavorable environmental conditions. Trees may be weakened causing risk to those passing under them. Fire risk due to dying vegetation may increase.	[ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No	
BUILDING COLLAPSE  Loss of structural integrity of buildings due to wind, water, snow or seismic events resulting in significant personal injury or economic loss.	[ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No	

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CIVIL/POLITICAL DISORDER*  Certain types of facilities, such as government buildings, schools and universities, military bases, nuclear power facilities, abortion clinics, work sites, mass-gathering places, and correctional facilities are more vulnerable than others.	Demonstration A public protest.  [ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No
	Economic Emergency  Loss of personal, governmental, or commercial economic stability.  [ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No
	Hostage Incident  Person or group held as security pending the fulfillment of certain terms.  [ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No

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CIVIL/POLITICAL DISORDER* (cont)  Certain types of facilities, such as government buildings, schools and universities, military bases, nuclear power facilities, abortion clinics, work sites, mass-gathering places, and correctional facilities are more vulnerable than others.	Strike/Lockout  A work stoppage to protest or influence work practices.  [ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No
	Sabotage/Vandalism Intentional destruction of property or obstruction of normal operations.  [ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No
	Weapons of Mass Destruction  Biological Nuclear Incendiary Chemical Explosive  [ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No

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marked by an asterisk (*) could be caused by a terrorist event.	1. Could this hazard affect this school? If "NO" go down to next hazard. If "YES" complete #2-5	2. What is the likelihood of the event occurring at, or in the immediate vicinity of this school?	3. Could school property damage, or loss of use of school property result if this event occurred?	4. Could any person be killed or injured if this event occurred?	5. If you answered "YES" to question #3 or #4, this hazard is significant and must be addressed in your Emergency Operations Plan.
CONTAMINATION OF FOOD/DRINKING WATER/AIR/SOIL*  The accidental or deliberate introduction of dangerous substances into food, beverages, medications, water, wells, and other ingested products or into	[ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No
HVAC systems.  CONTAGIOUS, INFECTIOUS DISEASE	[ ] Yes	[ ] Low	[ ] Yes	[ ] Yes	[ ] Yes
OR PANDEMIC*	[ ] No	[ ] Moderate [ ] High	[ ] No	[ ] No	[ ] No
DAM FAILURE*  Dam failure is the spontaneous release of water resulting from improper operation or structural collapse of the structure, etc.	[ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No
DEATH/SUICIDE  The accidental or self inflicted death of a student(s), teacher(s), school volunteer(s), coach, School Resource Officer, school staff, school administrator; or any person that has frequent and close association with school activities, staff and students. Morale for the whole school and student grades can be affected for months afterward.	[ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No

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DROUGHT  Prolonged period without rain: A twelve month period during which precipitation is less than 85% of normal as defined by the National Weather Service (44 inches is the average precipitation level per year). Droughts occur about every 20 years with severe 3–5 year droughts occurring about every 40 years. Annual precipitation in Maine has been decreasing by .04 inches every decade since 1960.	[ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No
EARTHQUAKE  Sudden motion of the ground which may result in surface faulting (ground rupture), ground shaking, and ground failure resulting in damage to buildings, roads, bridges and loss of utility service(s).  NOTE: FEMA says all of Maine is at moderate risk for Earthquake.	[ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No
ENERGY SHORTAGE  A significant shortage of any energy resource or the inability to pay for high priced energy resources, resulting in a loss of fuel supplies for space heating, emergency and health care service; thereby endangering both life and property.	[ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No

HAZARD NAME NOTE: All Hazards	HAZARD IDENTIFICATION		CONCLUSION		
marked by an asterisk (*) could be caused by a terrorist event.	1. Could this hazard affect this school? If "NO" go down to next hazard. If "YES" complete #2-5	2. What is the likelihood of the event occurring at, or in the immediate vicinity of this school?	3. Could school property damage, or loss of use of school property result if this event occurred?	4. Could any person be killed or injured if this event occurred?	5. If you answered "YES" to question #3 or #4, this hazard is significant and must be addressed in your Emergency Operations Plan.
EROSION/COASTAL EROSION  The wearing away and removal of soil particles by running water, waves, currents, moving ice, or wind resulting in severe land destruction and property damage.	[ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No
FIRE  The out break of fire or smoke within the school building, Portamobile units, and out buildings or in grass, fields, brush and woods around school buildings.	[ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No
FLOOD	Riverine  Periodic over-bank flow of rivers and streams.  [ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No
	Flash  Quickly rising small streams due to heavy rains, ice jams, or rapid snow melt.  [ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No

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HEAT WAVE  A spell of three or more consecutive days on each of which the maximum temperature reaches or exceeds 90° F.	[ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No	
HAZARDOUS MATERIALS INCIDENT— FIXED FACILITY*	Chemical Uncontrolled release of hazardous materials from a fixed site in the vicinity.  [ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No	
	Radiological  A radiological release occurring at a nuclear power plant, or in association with hospitals, industrial facilities, and research labs which may cause impaired thyroid function, whole body, and bone marrow contamination from absorption or ingestion of contaminated food.  [ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No	

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HAZARDOUS MATERIALS INCIDENT ONSITE Uncontrolled release or reaction of stored chemicals or materials in science labs, cleaning supply storage areas, and fuel storage areas	[ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No
HAZARDOUS MATERIALS INCIDENT— TRANSPORTATION*	Rail [ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No
Uncontrolled release of radiological, chemical, or biological hazardous materials during transport that causes impact to school property or staff	Pipeline [ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No
and students, or disrupts school transportation routes.	Port [ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No
	River [ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No
	Highway [ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No

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HURRICANE  A hurricane is a tropical cyclone in which winds reach speeds of seventy-four miles per hour or more, and blow in a large spiral around a relatively calm center. It produces measurable damage and destruction from heavy rainfalls, winds, and flooding.	[ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No	
LANDSLIDE*  A mass of sliding earth, mud, or rock.	[ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No	
POWER OR UTILITY FAILURE*  Interruption or loss of service for an extended period of time. (Gas, oil, electricity, fiber optics, telephone, microwave towers, water, and sewage sites, etc.)	[ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No	
SUBSIDENCE  Depressions, cracks, and sinkholes in the ground's surface caused by removal of water, minerals, or gas beneath the surface.	[ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No	

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TORNADO  A violently whirling column of air extending downward from a cumulonimbus cloud and seen as a rapidly rotating, slender, funnel shaped cloud that has a wind velocity of up to 300 miles per hour at the central core and destroys everything along its narrow ground path. Maine has an average of two low intensity tornados per year.	[ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No
TRANSPORTATION INCIDENT— PASSENGER  An incident involving passenger air, rail, highway, or water modes of travel resulting in death or injury. Includes school staff and students traveling on school busses, commercial buses, trains, cruise ships, ferries etc.	Air  An accident involving a multipassenger (twenty or more) or cargo aircraft or small private plane, resulting in injuries, loss of life, and destruction of private property where it impacts. Includes areas within the flight paths of airports.  [ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No

				1	
HAZARD NAME	HAZARD IDENTIFICATION		VUNERABILITY		CONCLUSION
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TRANSPORTATION INCIDENT— PASSENGER (cont)  An incident involving passenger air, rail, highway, or water modes of travel resulting in death or injury. Includes school staff and students traveling on school busses, commercial buses, trains, cruise ships, ferries etc.	Highway  An unforeseen event involving a rapid-transit, multipassenger vehicle or a large supply truck which results in severe injuries, fatalities, and property damage.  [ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No
	Rail  An accident or derailment involving multiple railroad cars which causes abnormal interaction with the general public by blocking roads and/or causing property damage.  [ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No
	Water  An accident involving a multipassenger vessel, either public or private, resulting in injuries, loss of life, and destruction of property and requiring response and rescue by boat.	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No

	[ ] No				
UNCONTROLLED ANIMAL / INSECT  A domestic or wild animal out of control that exhibits threatening behavior, or inflicts injury or death upon students staff, or visitors. This includes bee and wasp attacks.	[ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No
URBAN FIRE  Uncontrolled burning in residential, commercial, industrial, or other properties in developed areas. An event of such magnitude as to cause serious injuries or deaths and impose severe economic losses to the community. Other structures in the vicinity of the fire may be affected in a variety of ways. Schools may be used as temporary shelters for displaced people.	[ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No
VIOLENCE Violence that occurs on school property or while engaged in school activities. Includes injuries and deaths resulting from use of explosives, poisons, guns, knives, chemicals, Violence can occur as a result of terrorism, gang activity, bullying, fights, poor school climate, disciplinary action of students or staff, mental illness, or community indifference. Offenders may be school staff, students, parents, community or non- community members.	[ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No

HAZARD NAME	HAZARD IDENTIFICATION		VUNERABILITY	<u> </u>	CONCLUSION
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WATER LOSS OTHER  Includes broken water lines, and contamination due to accidental or intentional introduction of hazardous materials into public water supplies, and wells. All school well heads should be padlocked to reduce risk.	[ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No
WEATHER HAZARDS OTHER  Includes severe cold, winter and summer storms, lightning strikes, and hail. Weather hazards can impact hasty evacuations, emergency response, and sheltering operations. Weather hazards can result in lingering dangerous conditions such as debris, falling ice, hanging broken branches, power loss and over loaded roofs.	[ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No
OTHER	[ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No
OTHER	[ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No

HAZARD NAME  NOTE: All Hazards marked by an asterisk (*) could be caused by a terrorist event.	HAZARD IDENTIFICATION  1. Could this hazard affect this school? If "NO" go down to next hazard. If "YES" complete #2-5	2. What is the likelihood of the event occurring at, or in the immediate vicinity of this	3. Could school property damage, or loss of use of school property result if this event occurred?	4. Could any person be killed or injured if this event occurred?	CONCLUSION  5. If you answered "YES" to question #3 or #4, this hazard is significant and must be addressed in your Emergency Operations Plan.
OTHER	[ ] Yes [ ] No	school?  [ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No
OTHER	[ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No
OTHER	[ ] Yes [ ] No	[ ] Low [ ] Moderate [ ] High	[ ] Yes [ ] No	[ ] Yes [ ] No	[ ] Yes [ ] No

Hazard	Frequency	Magnitude	Warning	Impact	Risk Priority
	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal / None 3 6-12 hours 2 12-24 hours 1 24+ hours	4 Catastrophic 3 Critical 2 Limited 1 Negligible	☐ High ☐ Medium ☐ Low
	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal / None 3 6-12 hours 2 12-24 hours 1 24+ hours	4 Catastrophic 3 Critical 2 Limited 1 Negligible	☐ High ☐ Medium ☐ Low
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	4 Highly likely 3 Likely 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal / None 3 6-12 hours 2 12-24 hours 1 24+ hours	4 Catastrophic 3 Critical 2 Limited 1 Negligible	☐ High☐ Medium☐ Low

Instructions:
Use the
worksheet
below to
prioritize the
level of risk
presented by
each hazard
you identify at
your school.

22