# Risk Assessment Matrix

**Business:** _____ **Address:** _____

**Telephone:** _____ _____

| 1 Function or Process | 2 Crit. | 3 Rec. | 4 Threat | 5 Vul. | 6 Action Plan | Priority |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**Form Completed By:** _____ **Date:** _____

# Risk Assessment Matrix

**INSTRUCTIONS FOR COMPLETING THE RAM PRIORITY LISTING FORM (See illustration at bottom of form.)**

1. List all business **functions and processes** on a sheet of paper.
2. Determine **criticality** and list the top 1-3 function(s) on the RAM form.
3. Determine **recovery time** for each function.
4. Identify **threats** that impact critical functions.
5. Determine **vulnerability**. Establish priority ranking for follow-up actions.
6. Develop **action plan** to prioritize personnel response & resource use.

## 1 Functions and processes:

- Communications
- Customer Service
- Facility Management
- Finance
- Human Resources
- Information Technology
- Inventory
- Marketing
- Production
- Sales
- Shipping/Receiving,
- Training

## 2 Criticality:

**C**: **Critical** – Necessary. Life safety risk.
**E**: **Essential** – Important, but not immediately critical. Critical over time.
**NE**: **Non-essential** – Merely inconvenient.

## 3 Recovery Time:

**I**: **Immediate** 0 – 24 hrs
**Del**: **Delayed** 24 hrs to 7 days
**Def**: **Deferred** Over 7 days

## 4 Threats (Natural/Human-Caused):

- Civil disturbance
- Communications Failure
- Earthquake
- Explosion
- Fire
- Flood and Flash flood

## 4 Threats (continued):

- Hazardous Materials Incident
- Hurricane
- Loss of Key Supplier or Customer
- Severe Winter Storm
- Technological Emergency
- Terrorist Attack
- Tornado

## 5 Vulnerability:

**H**: **Highly Vulnerable** – Business function is highly susceptible to the threat.
**V**: **Vulnerable** – Business function is somewhat susceptible to the threat.
**NV**: **Not vulnerable** – Business function is not likely to be affected by the threat.

## 6 Action Plan:

**Planning. Review and update:**

- Plant Closing Policy
- Evacuation Plan
- Fire Protection Plan
- Mutual Aid Agreements
- Hazardous Materials Response Plan
- Vital Records Protection Plan
- Security Procedures
- Insurance Programs
- Employee Manuals

**Organization. Review need for:**

- Emergency Response Team
- Emergency Medical Services
- Security
- **Organization (continued):**
- Emergency Management Group
- Evacuation Team
- Public Information Officer

**Facilities. Determine the need for:**

- Emergency Operating Center
- Media Briefing Area
- Shelter Areas
- First-Aid Stations
- Sanitation Facilities.

**Equipment. Determine the need for:**

- Fire Protection/Suppression Equipment
- Communications Equipment
- First Aid Supplies
- Emergency Supplies
- Warning Systems
- Emergency Power Equipment
- Decontamination Equipment

**Training. Determine need for:**

- Sessions To Review Procedures
- Technical Training For Ert

**Exercising. Conduct Regular Exercises:**
Tabletop, Functional, and/or Full-Scale
Natural & Human-Caused Scenarios

For more planning guidance, see **Emergency Management Guide for Business and Industry** @ http://www.fema.gov/pdf/library/bizindst.pdf published by the Red Cross.

## RAM Illustration

**Business:** Sample Illustration **Address:** Sample Illustration

**Telephone:** Sample Illustration Sample Illustration

| 1 Function or Process | 2 Crit. | 3 Rec. | 4 Threat | 5 Vul. | 6 Action Plan | Priority |
|---|---|---|---|---|---|---|
| Shipping & Receiving | C | I | Equipment failure | H | Lease agreement | 1 |
| Shipping & Receiving | C | I | Fire | H | Sprinklers; fire inspection; fire response | 1 |
| Inventory | C | I | Sole-Source Supplier | H | Agreement with alternate supplier | 1 |