The following risk assessment matrix serves as one example of how to organize your analysis of risk and vulnerability for threats and hazards facing your school community, which will help to prioritize those threats and hazards. The directions for using this matrix are as follows:

- 1. To begin, please list each of your school's identified threats and hazards in the designated Threat/Hazard column. If there are not enough spaces in the worksheet to list all of your threats and hazards, please insert additional rows within the worksheet.
- 2. To document the risk for a threat/hazard, click on an empty cell that corresponds to the input threat/hazard and a risk assessment category (e.g., probability). A dropdown menu should appear to the right of the cell. Click on the menu icon to select the risk level for a particular category. Assess each threat and hazard for each risk category accordingly, and err on the side of caution when determining the level of risk for each category.
- 3. Based on your planning team's cumulative assessment of probability, magnitude, warning, and duration, your team should determine the risk priority for a particular threat/hazard.
- 4. After completing this matrix, you may sort threats and hazards according to different risk assessment categories, as needed, by clicking on the column headers for each of the risk assessment categories.

| Risk Assessment Matrix | | | | | |
|------------------------|-------------|-------------|------------|------------|---------------|
| Threat/Hazard | Probability | Magnitude | Warning | Duration | Risk Priority |
| Fire (Example) | 2. Possible | 3. Critical | 4. Minimal | 2. 3-6 hrs | Medium |
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