

6 Steps for Conducting a Risk Assessment

[Music begins]

Narrator: Hello, today I want to discuss how to complete a Facility Risk Assessment that will make your Head Start facility more resilient during natural disasters and better protect children and staff. First, form a disaster management team. A broad cross-section of expertise can help you assess potential risks and identify steps to make your facility more resilient.

While some hazards are more likely than others, all can cause significant amounts of damage. Use FEMA resources to help you identify the most likely natural disasters in your area. Whether you plan to evacuate or remain in the building during an event, you want it to remain structurally intact. The third step is to assess the facility's strengths and vulnerabilities.

A communications hub at your facility can streamline operations during an emergency. You will need to review your communication systems and develop protocols to maintain contact. Mutual aid agreements, insurance policies, and emergency supplies are crucial as your program responds to and recovers from a natural disaster. Be proactive and catalog all of your emergency resources. Compile all of your findings in a comprehensive risk assessment report. This report will help you prepare your facility to protect children and staff during a natural disaster. Always, hope for the best and prepare for the worst.