SUBJECT: (Insert Hazard, Threat or Event Name)

1. **Description of the Threat/Event.** Provide a brief description of, the origin, symptomatology, potential impact, etc., of the threat/event.


3. **Operating Units and Key Personnel with Responsibility to Manage this Threat/Event.** List the operating units (such as Emergency Room, Infectious Disease, Engineering, etc.) which have a significant role in managing this threat/event.

4. **Mitigation/Preparedness Activities of the Threat/Event.** State several objectives/strategies for:
   a. **Hazard Reduction Strategies and Resource Issues.** (An assessment of those areas that are particularly vulnerable to an actual threat/event.)
      1.  
      2.  
   b. **Preparedness Strategies and Resource Issues.** (Develop procedures to monitor the impact of the threat/event on mission critical units.)
      1.  
      2.  

5. **Response/Recovery from the Event/Threat.** State several objectives/strategies for:
   a. **Hazard Control Strategies and Resource Issues.**
      1.  
      2.  

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b. **Hazard Monitoring Strategies.**
   1.
   2.

c. **Recovery Strategies.** See resource issues (state several objectives).
   1.
   2.

d. See attached charts: Key Activity Management Tool/Structure.

6. **External Notification Procedures.**
   a. **Within VA.** If a threat/event occurs, whom within VA should they notify?
   b. **Other Federal Agencies.** What other federal agencies should be notified?
      - OSHA - within eight (8) hours of one (1) employee fatality, or three (3) employee hospitalizations from single incident.
   c. **Community Entities.** Which community agencies should be notified?

7. **Specialized Staff Training.** What training should be provided to employees/supervisors to respond to this threat/event?

8. **References and Further Assistance.**
   a. VHA Emergency Management Guidebook.
   b. **Other Resources.** (LIST)

9. **Review Date.**

(NAME)
Chief, (SERVICE NAME)

Attachments:
   Key Activity Management Tool/Structure