Completing a **Hazardous Vulnerability Assessment (HVA)**
Using the 2017 Template

**Note** – Each worksheet has been protected to prevent unintended changes to formulas. Users can enter/change data only if cells that can be selected.

### Facility Info Tab:

Add facility name, current year, and location in the blue cells. This information will appear in the header of each worksheet.

![Facility Info Tab](image)

### Hazard Tab

This is similar to the former HVA template. Use the drop down options to populate information for **Probability**, and **Severity** sections. The **Risk** score will automatically calculate as a percentage once these cells have been filled in. The higher the score, the higher the priority.

![Hazard Tab](image)

Additional Events (Hazards) can be added by the user. To add an additional hazard, type the new hazard name at the bottom of the column. Add the corresponding hazard type in Col. A –

- H = Human Events
- HM = Hazardous Material Events
- N = Natural Events
- T = Technological Events
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**Event Log Tab**

Use this tab to input data on all events you would like captured in your log for the year (i.e., disaster, emergencies, and disruptions). The highlighted columns are drop-down boxes.

Note: This data will be used on the **Summary** tab.

**Summary Tab**

As a result of information captured in the Data and HVA tabs, the summary report tab will provide a snapshot of the total alerts, Top 10 HVA Threats, and a list of the Top 10 Actual Occurrences.