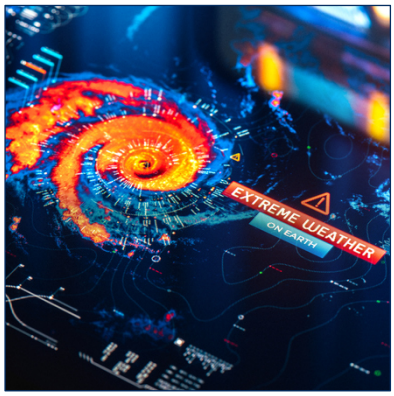
U.S. Department of Health & Human Services
Administration for Strategic Preparedness and Response

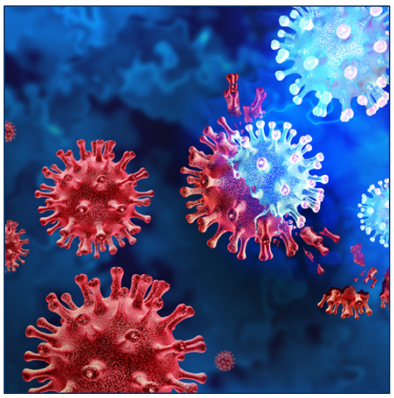
ASPR RISC 2.0 USER INSTRUCTIONS

February 2026

Version 3.0



ASPR



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ASPR RISC 2.0 User Instructions

RISC Toolkit 2.0

Risk Identification and Site Criticality

RISC 2.0 is a web -based platform that can be used by public and private organizations within the Healthcare and Public Health Sector to conduct objective data driven risk assessments. This objective, standards based approach helps organizations inform emergency preparedness planning, identify critical gaps, prioritize investments, and make informed decisions about risk mitigation. The RISC Toolkit provides owners/operators in the HPH Sector with nationally recognized standards-based evaluation criteria in an easy-to-follow, guided format.

The RISC Toolkit contains four self-assessment modules including a new stand alone cybersecurity module. These modules allow users to identify external threats and internal hazards specific to their site by using objective national-level data; assess the vulnerability of their site based on industry standards and guidance; and evaluate the criticality of and consequences to their site in the event of an incident. The RISC Toolkit compares multiple facilities across systems, coalitions, and regions to identify dependencies and interdependencies in a consistent and repeatable method to help create a more resilient healthcare system.

February 2025
Version 2.00

Document Revisions

Date	Version Number	Document Changes
5/5/2022	1.0	Initial draft
10/20/2022	1.1	Updates
12/27/2024	2.0	Updates with new features
1/2/2026	3.0	Updated with new Cyber section

Contents

Table of Figures

Preface

Description of the User

This user manual is intended for those using the ASPR RISC 2.0 tool to monitor the risks and hazards of health facilities. This includes but is not limited to emergency managers, regional directors, and system administrators.

Description of the product

Purpose of the Product

The mission of the Administration for Strategic Preparedness and Response (ASPR) is to save lives and protect Americans from 21st century health security threats. ASPR leads the nation's medical and public health preparedness for, response to, and recovery from disasters and public health emergencies. Managing risk is one of the most complex and critical aspects of running a healthcare facility. The goal of the Healthcare and Public Health Risk Identification and Site Criticality Toolkit (RISC Toolkit) is simple: make that task easier.

The RISC Toolkit is a cost-effective, objective, data-driven, risk assessment tool. It allows healthcare and public health facilities to determine their risk for a variety of 21st century health security threats, including chemical, biological, radiological or nuclear attacks; pandemic influenza or other emerging infectious diseases; and other manmade or naturally occurring incidents.

RISC 2.0 serves as a nexus for risk management strategic alignment among the healthcare and public health stakeholder community. RISC 2.0 includes significant focus on building a strong community of users and aligning the tool to other strategic initiatives across ASPR, the interagency, and the users themselves.

Profile Creation

Registering and Logging In

How to register for a RISC 2.0 account and log in

Registering

The landing page of the RISC 2.0 platform will prompt users to either create a new account or log into an existing one. To register for a RISC 2.0 account:

1. Select **Login or Register** from the landing page
2. Select **Register**
3. Input your First Name
4. Input your Last Name
5. Input your Email
6. Choose a Username
7. Choose and confirm a Password. Please note the password requirement are 18 characters, and at least one upper case letter, numerical, and special character.
8. Select **Register**
9. Set up Mobile Authenticator
    9.1. Install **Google Authenticator, Microsoft Authenticator, or Free OPT** on your mobile device. **Google Authenticator** is recommended.
    9.2. Open the application and scan the QR code
    9.3. Enter the one-time code and click submit

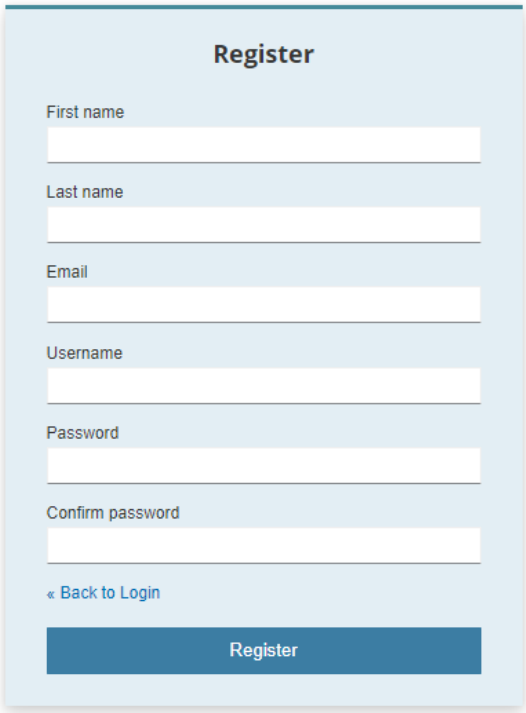


FIGURE 1. RISC 2.0 SIGN-UP PAGE

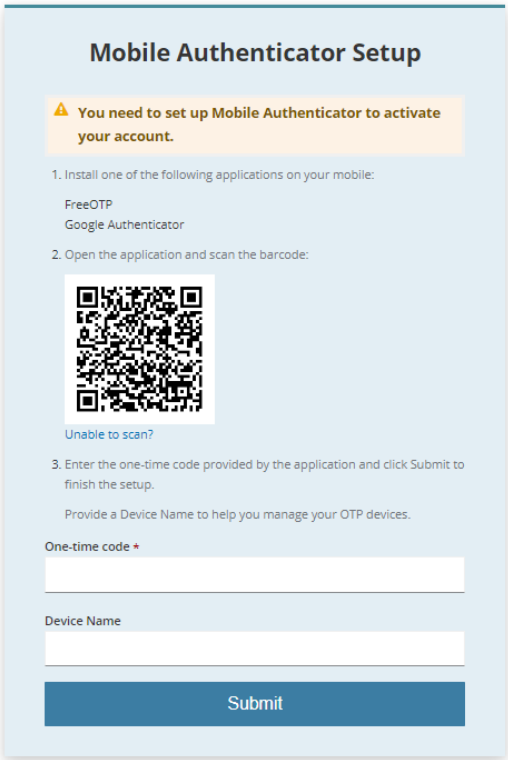


FIGURE 2. MOBILE AUTHENTICATOR SETUP SCREEN

Logging In

If you have just created an account or if you already have an account:

1. Select **Login or Register** from the landing page
2. Type in your Username
3. Type in your Password
4. Select **Sign In**
5. Use the **Mobile Authenticator Application you selected upon registration** and input the one-time code.

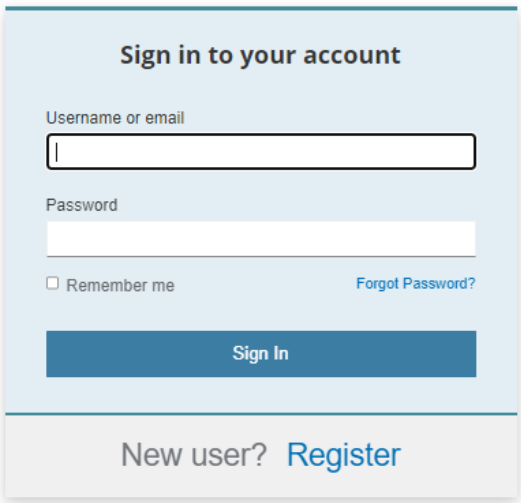


FIGURE 3. RISC 2.0 LOGIN SCREEN

Creating a Profile

How to create your Profile

If you are creating a Facility Profile of Health System Organization from scratch, please create a profile. If you have been invited to a Facility of Health System Organization by another colleague, you will not be prompted to set up a profile.

Creating a Profile

1. Select **Create Profile**

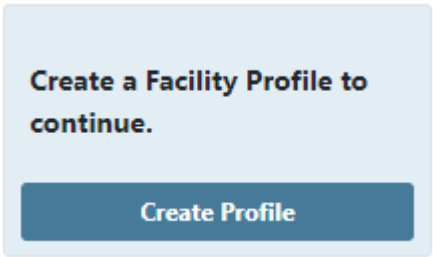


FIGURE 4. RISC 2.0 CREATE PROFILE BUTTON

Identification

To identify your Facility or Manager:

1. Type in your Facility or Manager Name. An example of a Facility name is “Chicago Hospital”. An example of a Manager name is “Midwest Region”. Risk Assessments are only performed at the physical facility level.
2. Type in your Facility or Manager Description
3. Select if your Facility manages other Facilities
    a. Select this toggle if your profile has Facilities “below” it that you either manage or require view access to. For example, this may simply be a hospital that has satellite facilities that report to it, or it could be the top level of a large Health System Organization.
4. Select if Risk Assessments are performed at your Facility
    a. Select this toggle if you will be performing risk assessments for your facility. Do not select this if you are solely a managing organization with no physical location, for example a Organization name or Region, that it just used to aggregate information for facilities below it.
5. Select **Continue**

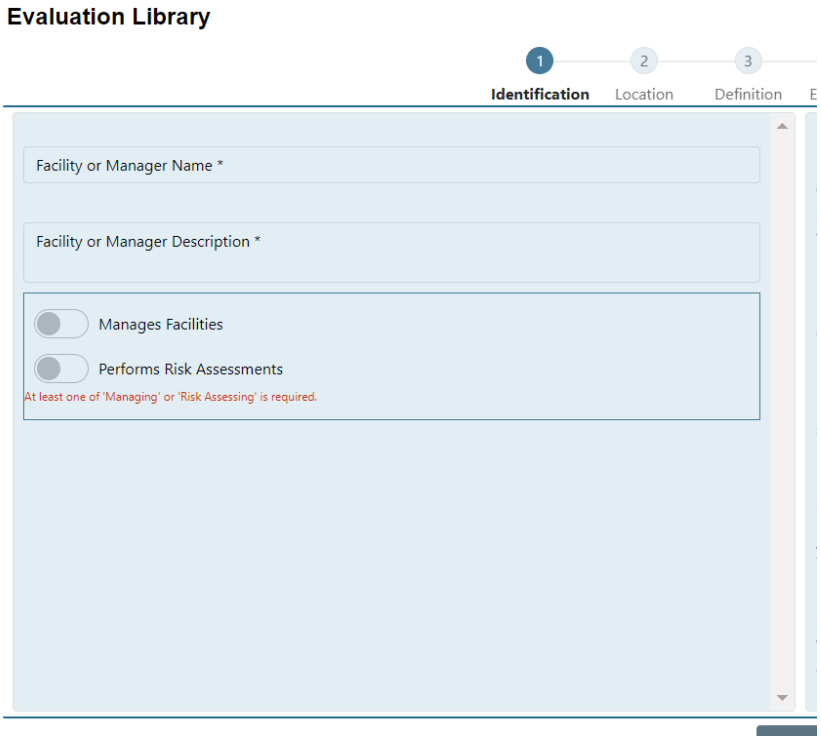


FIGURE 5. RISC 2.0 PROFILE IDENTIFICATION PAGE

NOTICE: One or both toggles can be selected, but not neither.

Location

NOTICE: If Risk Assessments are not performed at your Facility, this section will be greyed out and the user should not complete it.

If Risk Assessments are performed at your Facility, locate the Facility by:

1. Use the dropdown in the center of the map to type in your Facility to auto populate the location information on the right side of the page
    a. If your Facility is a hospital or a nursing home, search by the name and select from the dropdown
    b. If your facility is not a hospital, a nursing home, or is not locatable in the dropdown, simply type in the address of the facility
2. Once selected, a pane will be displayed on the right-hand side, use this to confirm the Facility location
3. Select **Continue**

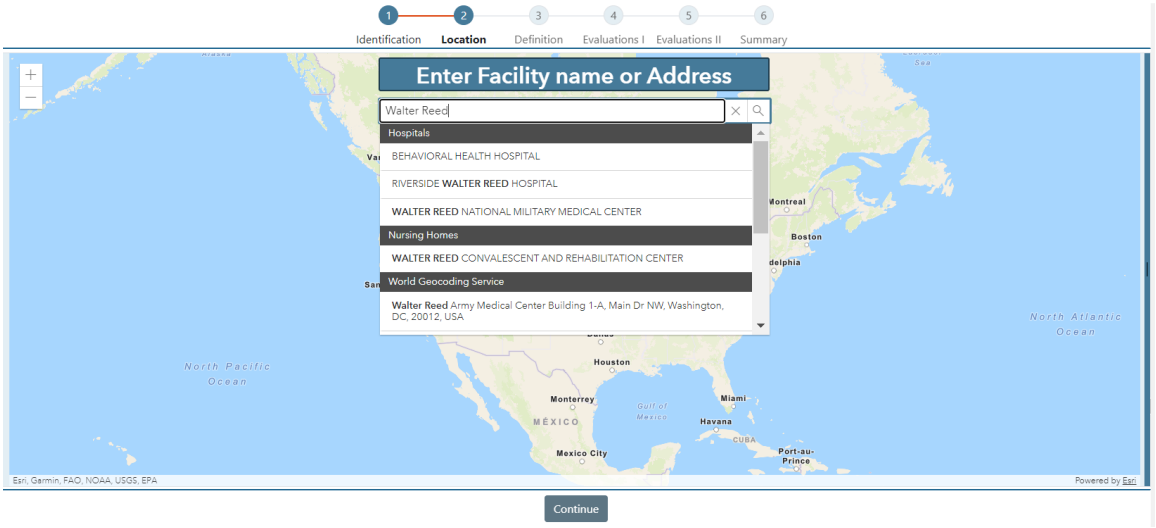


FIGURE 6. RISC 2.0 FACILITY LOCATION PAGE

NOTICE: Once a location is selected from the drop down, the boxes for Street, City, State, County, Postal Code, Latitude, and Longitude will self-populate. If no location is found, the cells will allow the user to self-populate the location.

Definition

NOTICE: If Risk Assessments are not performed at your Facility, this section will be greyed out and the user should not complete it.

If Risk Assessments are performed at your Facility, define the Facility by:

To define your Facility

1. Click the **Health Sector Characterization** section and:
    a. Select one primary healthcare and public health sector that defines your facility
    b. Select one or more secondary healthcare and public health sectors that defines your facility
2. Click the **Facility Information** section and:
    a. Select the description that best applies to the facility from the options

    b. Select the type of information that is stored, maintained, or is relevant to the facility from the options
    c. Select if the facility is connected to an internet network to provide or maintain services or functions
3. Click the **Hazards** section and:
    a. NOTE: This section is currently a placeholder, please continue
4. Select **Complete**

Evaluations I & II

NOTICE: If Risk Assessments are not performed at your Facility, this section will be greyed out and the user should not complete it.

If Risk Assessments are performed at your Facility, choose evaluations by:

1. Select the Hazard evaluations you would like to perform
    a. At least one Local and one External Lookup Hazard evaluation must be selected
2. Select the Vulnerability evaluation you would like to perform
    a. At least one must be selected
3. Select **Continue**
4. Select the Consequence evaluations you would like to perform
    a. At least one Common and on Hazard Specific Consequence evaluation must be selected
5. Select the Criticality evaluation you would like to perform
6. Select **Continue**

NOTICE: The minimum required evaluations will be selected by default and users may preview evaluations by selecting the **Preview** button

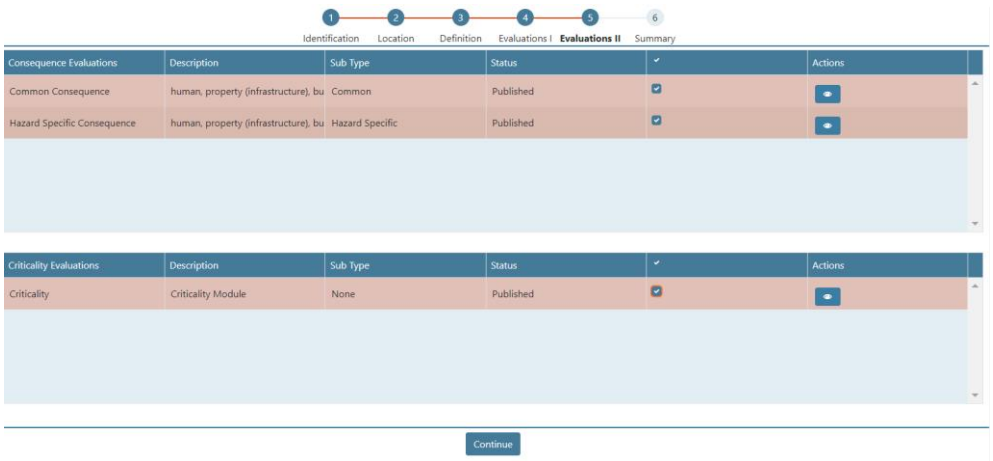


FIGURE 7. RISC 2.0 FACILITY PROFILE EVALUATIONS II PAGE. EVALUATIONS I IS STEP 4.

Summary

To finalize your Profile

1. Review profile Identification, Definition, and Selected Evaluations
    a. Edit if necessary
2. Select **Submit**

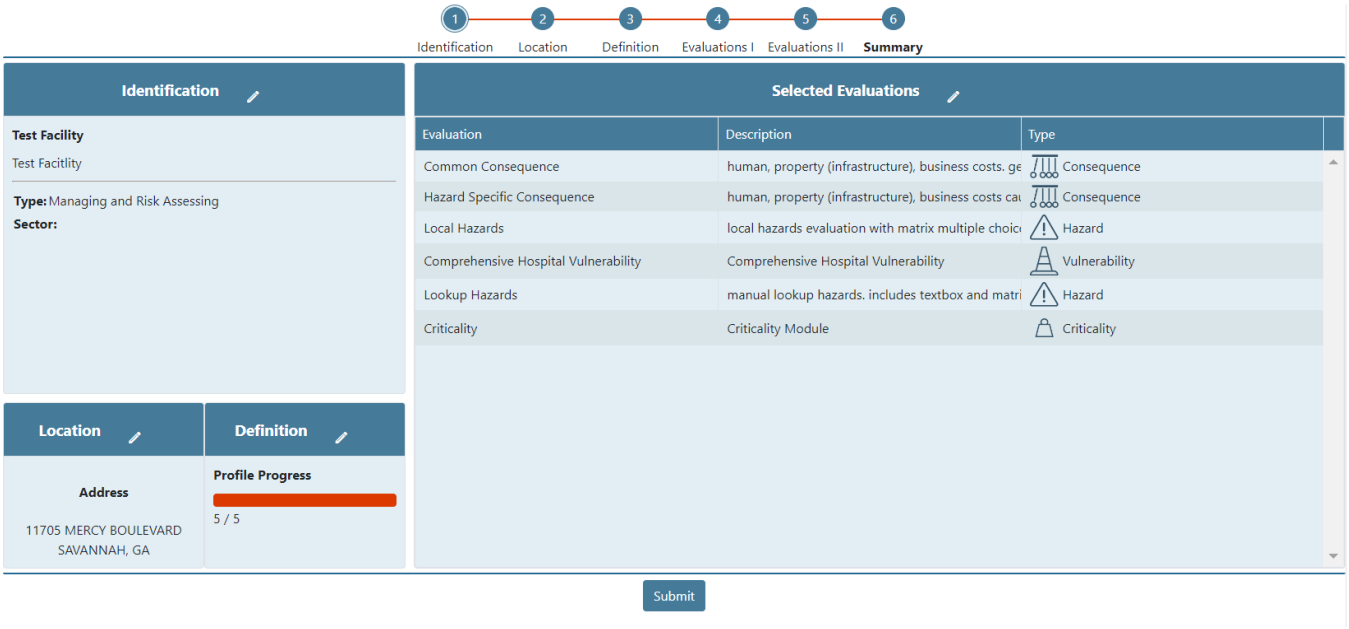


FIGURE 8. RISC 2.0 PROFILE SUMMARY PAGE

Viewing and Adding Users

The Users function allows the user of a Facility to view all the other users that have access to the Facility, as well as invite Users to join the Facility.

To view the Facility users:

1. Select **Users** on the left pane.

Current users will be automatically displayed, and any Pending Invitations will be displayed in the Pending Invitations tab.

FIGURE 9. LIST OF CURRENT USERS FOR GIVEN FACILITY.

NOTICE: If the role is listed in an orange square, it means that the user's role was given at that facility level. If the role is listed in a blue oval, it means that the user's role has cascaded from a previous role, based on the

permissions they were given. To update a user's roles, you must make edits from the highest role (the orange square).

Adding Facility Users

To add a user to the Facility

1. Select **Add User** on top right of the Users page.
2. Input the new users Email Address
3. Select Standard Roles and/or Organization Roles for the user
    a. Standard Roles only apply to the Facility that is currently selected
    b. Organization Roles apply to the Facility that is currently selected as well as all Facilities below on the hierarchy.
    c. NOTE: If you are working in a Managing Only Profile and not a Facility Profile, only the Organization roles will be displayed
4. Select **Confirm**
5. Select **Confirm**

NOTICE: If the Email Address is already associated with an account in the RISC 2.0 platform, this will invite them to be a member of the Facility. If the email address is not already associated with an account in the RISC 2.0 platform, this will invite them to create an account and then be a member of the Facility.

FIGURE 10. LIST OF STANDARD AND ORGANIZATION ROLES.

See table below to determine the permissions given to each role:

TABLE 1. PERMISSIONS ASSOCIATED WITH EACH ROLE.

Role	View	Answer Evaluations	Invite & Assign Roles	Create & Update Profile	Create & Update Hierarchy	Remove	Examples
System Admin (SA)	Yes	Yes	Yes (all roles)	Yes	Only Organization SA	Only Organization SA	Emergency Manager
Emergency Manager (EM)	Yes	Yes	Yes (EM and below)	Yes	Only Organization EM	No	Emergency Manager
Emergency Response Coordinator (ERC)	Yes	Yes	Yes (ERC and below)	No	No	No	• Organizational Emergency Response Coordinator • Hospital Association Partner • Regional Hospital Coordinator
Capability SME	Yes	Yes	No	No	No	No	• Organizational Information Security Officer • Organizational Financial Manger • Organizational Capability SME
System Observer	Yes	No	No	No	No	No	• Facility and Organizational Leadership • Regional and County Health Director • Risk Assessment Methodologist

Conducting a Risk Assessment

Assessment Creation

Begin Assessment

Immediately after the profile creation, you will be prompted to begin a new Facility Risk Assessment. To do this select **Begin New Assessment.**

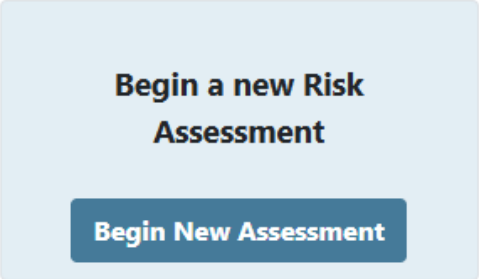


FIGURE 11. RISC 2.0 BEGIN ASSESSMENT BUTTON

Create or Clone Assessment

*When creating a new assessment, you have the option to either create one from scratch using the **Create new Assessment** button, or to copy from an existing assessment either in the same facility or in another facility within your Health System Organization* that you have permission at. That can be done using the **Clone from Existing Assessment** button. If you choose to clone from an existing assessment, you will see a dropdown of all assessments you can clone from and their respective facilities. Please select the assessment and continue on to rename it.

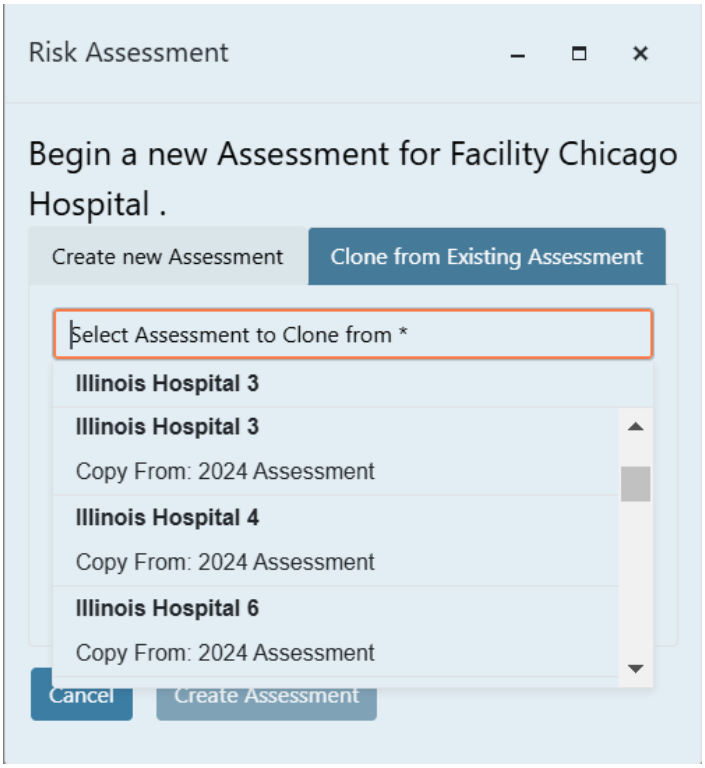


FIGURE 12. CLONING A RISK ASSESSMENT

Name Assessment

Because a user can have multiple assessments within one Facility or Health System Organization, is it crucial to name your assessment. Examples of multiple assessments are a new assessment annually or bi-annually, or a new assessment is conducted due to a change in the facility (i.e., new wing, new security protocols).

To name your Facility Risk Assessment:

1. Type your Facility Risk Assessment Name (e.g., Walter Reed Hospital 2022)
2. Type your Facility Risk Assessment Description (e.g., Walter Reed Hospital 2024 Annual Risk Assessment)
3. Select **Create Assessment**

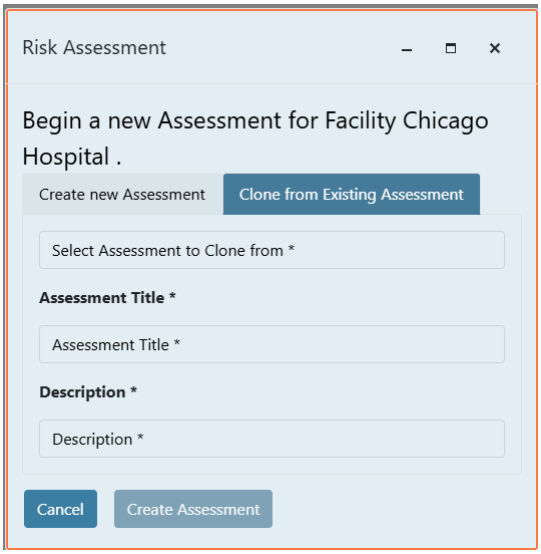


FIGURE 13. RISC 2.0 FACILITY RISK ASSESSMENT CREATION

NOTICE: Even if you are cloning a Risk Assessment, you must rename it to a unique name.

Risk Assessment Dashboard

Upon creating your Facility Risk Assessment, the Dashboard will be displayed.

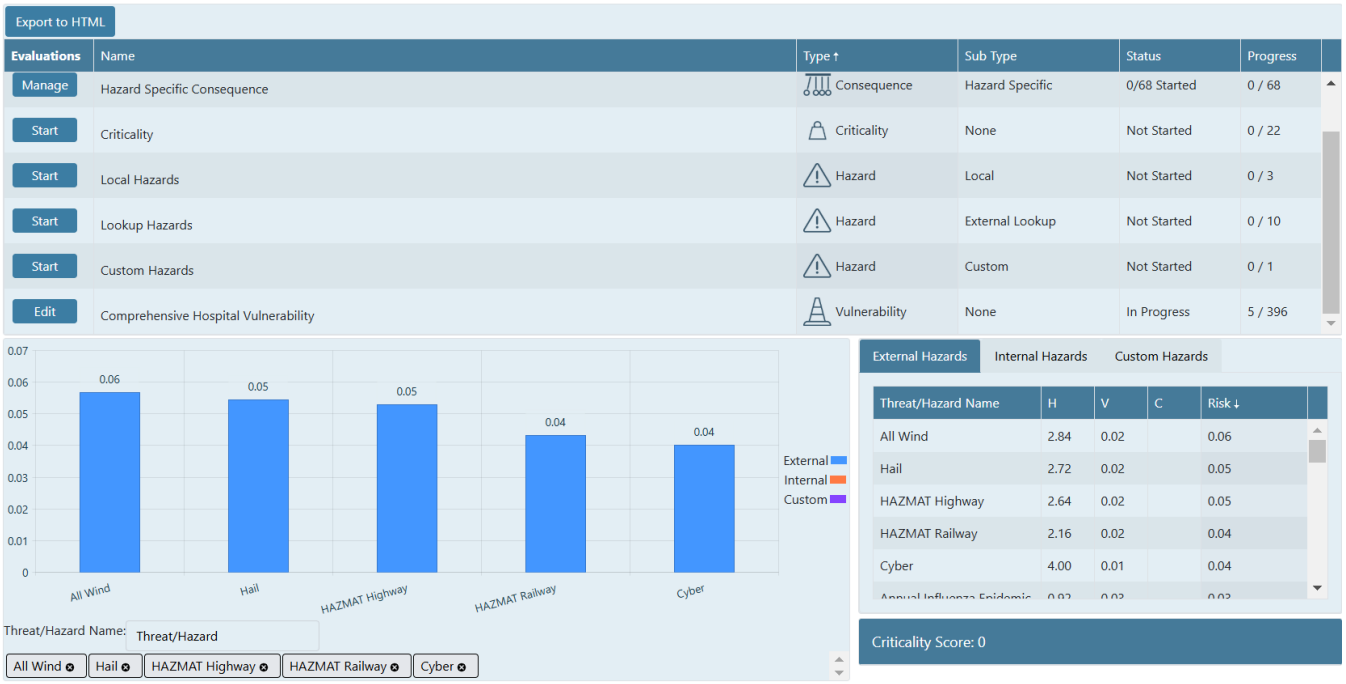


FIGURE 14. RISC 2.0 ASSESSMENT DASHBOARD

NOTICE: If you create any Custom Hazards in the Organization Policy page (see section XX), those evaluations will appear in the dashboard as well.

Selected Evaluations (Top Section)

The top section of the Dashboard will display the selected evaluation. Various information about the selected evaluations include:

1. Action: Select **Start** to being completing the evaluation.
    a. For the Hazard Specific Consequence evaluation, select **Manage** to view and complete the Hazard Specific Consequence evaluations
2. Name: The name of the evaluation
3. Type: The type of evaluations: Hazard, Vulnerability, Consequence, or Criticality
4. Sub Type: The sub type of evaluation, only for Hazard and Consequence evaluations
5. Status: The status of the evaluation, Not Started, In Progress, or Complete
    a. For the Hazard Specific Consequence evaluation, this section shows how many of the Hazard Specific Consequence evaluation have been started
6. Progress: The progress of the evaluation based on how many questions are completed out of the total questions
    a. For the Hazard Specific Consequence evaluation, this section shows how many of the Hazard Specific Consequence evaluation are completed

Scores (Bottom Right Section)

The table displays the Hazard (H), Vulnerability (V), and Consequence (C) scores, as well as the final Risk score, which is the product of the H, V, and C scores. These will update automatically as evaluations are completed. They are sorted by external, internal, and custom hazards.

NOTICE: Several values in the H column are automatically filled out when the dashboard is rendered. These are the Hazard scores that are automatically calculated based on selections from the location and definition sections of the Facility Profile.

The Criticality score is located below the table.

Visualization (Bottom Left Section)

This section automatically displays the top 5 hazards and their scores in graphical representation. This will update automatically has evaluations are completed. User can use the tags and search bar to remove and add hazard to the graph.

NOTICE: Due to space constraints, it is recommended to limit the number of hazards on the graph

Export (top left)

There is the option to export your results dashboards to HTML or PDF using the export button. Simply click the **Export to HTML** button and select which module you would like to export. Please note, it is recommended to only export your results once all the evaluations are complete.

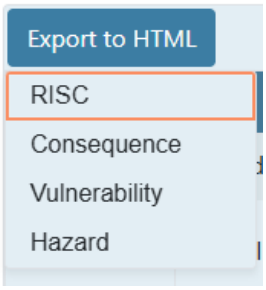
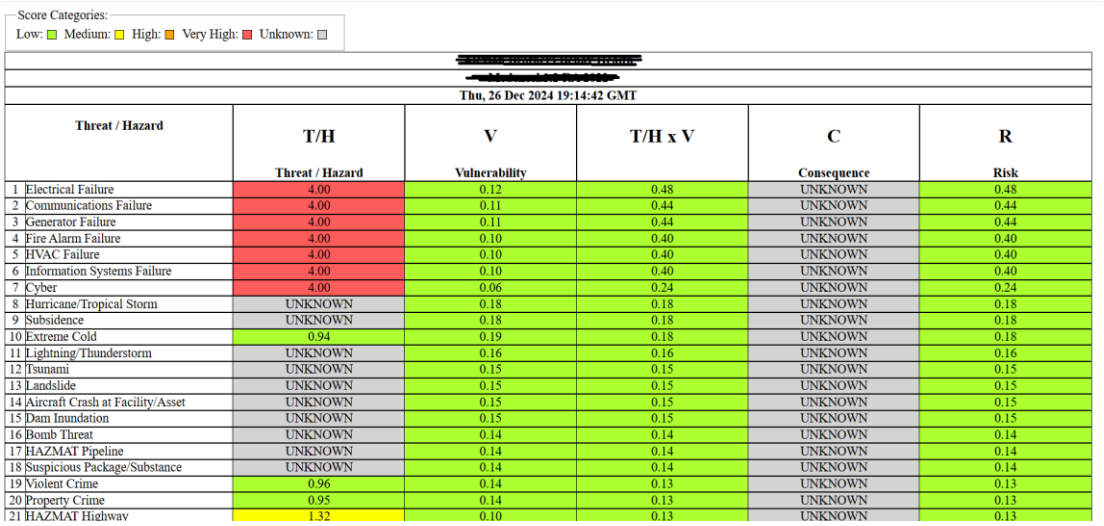


FIGURE 15. EXPORT TO HTML BUTTON



Score Categories:
Low: Medium: High: Very High: Unknown:

[redacted]

Thu, 26 Dec 2024 19:14:42 GMT

	Threat / Hazard	T/H Threat / Hazard	V Vulnerability	T/H x V	C Consequence	R Risk
1	Electrical Failure	4.00	0.12	0.48	UNKNOWN	0.48
2	Communications Failure	4.00	0.11	0.44	UNKNOWN	0.44
3	Generator Failure	4.00	0.11	0.44	UNKNOWN	0.44
4	Fire Alarm Failure	4.00	0.10	0.40	UNKNOWN	0.40
5	HVAC Failure	4.00	0.10	0.40	UNKNOWN	0.40
6	Information Systems Failure	4.00	0.10	0.40	UNKNOWN	0.40
7	Cyber	4.00	0.06	0.24	UNKNOWN	0.24
8	Hurricane/Tropical Storm	UNKNOWN	0.18	0.18	UNKNOWN	0.18
9	Subsidence	UNKNOWN	0.18	0.18	UNKNOWN	0.18
10	Extreme Cold	0.94	0.19	0.18	UNKNOWN	0.18
11	Lightning/Thunderstorm	UNKNOWN	0.16	0.16	UNKNOWN	0.16
12	Tsunami	UNKNOWN	0.15	0.15	UNKNOWN	0.15
13	Landslide	UNKNOWN	0.15	0.15	UNKNOWN	0.15
14	Aircraft Crash at Facility/Asset	UNKNOWN	0.15	0.15	UNKNOWN	0.15
15	Dam Inundation	UNKNOWN	0.15	0.15	UNKNOWN	0.15
16	Bomb Threat	UNKNOWN	0.14	0.14	UNKNOWN	0.14
17	HAZMAT Pipeline	UNKNOWN	0.14	0.14	UNKNOWN	0.14
18	Suspicious Package/Substance	UNKNOWN	0.14	0.14	UNKNOWN	0.14
19	Violent Crime	0.96	0.14	0.13	UNKNOWN	0.13
20	Property Crime	0.95	0.14	0.13	UNKNOWN	0.13
21	HAZMAT Highway	1.32	0.10	0.13	UNKNOWN	0.13

FIGURE 16. EXAMPLE OF EXPORTED RISK DASHBOARD

Performing Evaluations

This section will cover the evaluations that are selected in the Facility Profile creation, plus ant Custom Hazard evaluations Users can jump back and forth between evaluations as progress will be saved.

Hazard Evaluations

There are three types of hazard evaluations, Local Hazards, Custom Hazards and Lookup Hazards.

LOCAL HAZARDS EVALUATION

The Local Hazards evaluation is an evaluation for hazards that are specific to the facility. Hazards are scored exclusively by their rate of occurrence at the facility. As the hazards go down in occurrence, so does the Hazard score. Utilize the matrix to calculate how frequent the hazards would occur at your facility.

There are three types of local hazards:

- Technological Hazards: examples include fire alarm failure and HVAC failure
- Human Hazards: examples include bomb threat and hostage situation
- HAZMAT Hazards: example include internal biological or radiological exposure

To perform the Local Hazards Evaluation:

1. Select **Start** on the Local Hazards Evaluation in the Dashboard
2. Click the **Technological Hazards** section
    a. Select the appropriate rate of occurrence for the hazards
3. Click the **Human Hazards** section
    a. Select the appropriate rate of occurrence for the hazards
4. Click the **HAZMAT Hazards** section
    a. Select the appropriate rate of occurrence for the hazards
5. Select **Next** to advance through the questions and then select **Complete** when done

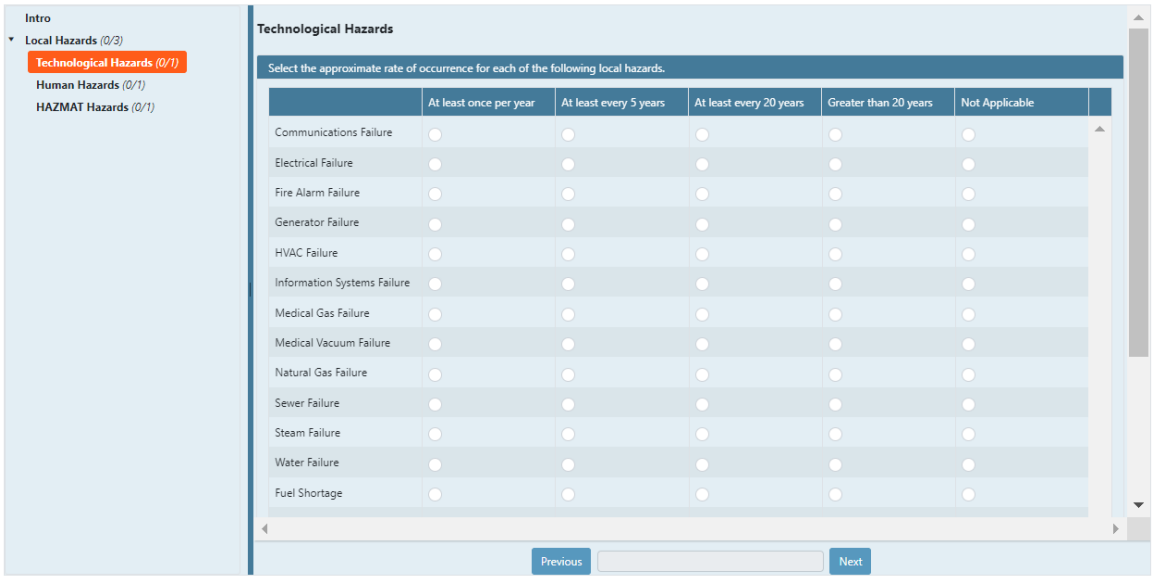


FIGURE 17. RISC 2.0 LOCAL HAZARDS EVALUATION

CUSTOM HAZARDS EVALUATION

The Custom Hazards evaluation are completed the same way as the Local Hazards Evaluation, in that they are scores based on frequency.

To perform the Custom Hazards Evaluation:

1. Select **Start** on the Custom Hazards Evaluation in the Dashboard
2. Select the appropriate rate of occurrence for the hazards
3. Select **Next** to advance through the questions and then select **Complete** when done

NOTICE: There will only be a Custom Hazards evaluation if you Organization System Administrator has added one at the top level of your organization. Please refer to the Organization Policy section on how to do this.

LOOKUP HAZARDS EVALUATION

The Lookup Hazards evaluation is a Hazard evaluation for hazards that could not be calculated automatically and require the user to manually input information based on a national database. Hazards are scored based on user input and later multiplied by the Hazard Relative Modifier.

To perform the Lookup Hazards Evaluation:

1. Select **Start** on the Lookup Hazards Evaluation in the Dashboard
2. Click a hazard on the left-hand side
3. Read and follow the instructions for that given hazard
4. Input the results
5. Continue to next hazard and repeat

6. Select **Complete**

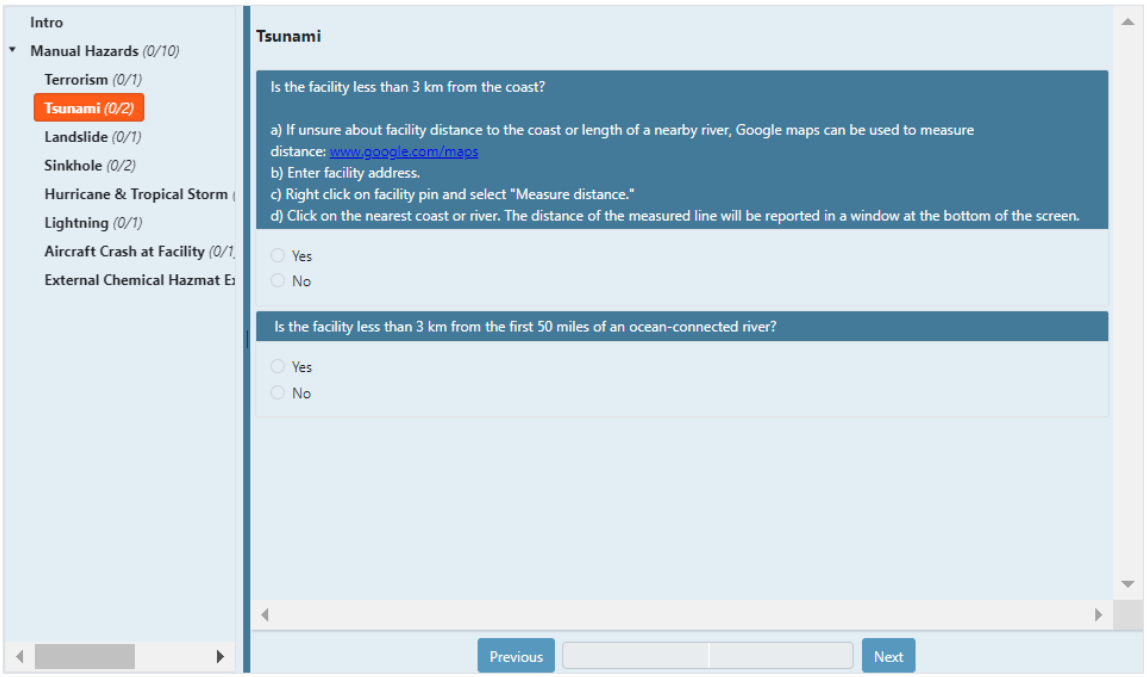


FIGURE 18. RISC 2.0 LOOKUP HAZARDS EVALUATION

Vulnerability Evaluation

The Comprehensive Hospital Vulnerability evaluation is a Vulnerability evaluation for all hazards. Scores are based on the response to several yes/no or multiple-choice questions. Each section has several subsections that contain related questions.

To perform the Vulnerability Evaluation:

1. Select **Start** on the Comprehensive Hospital Vulnerability Evaluation in the Dashboard
2. Select the various sections on the left-hand side and answer the questions
3. Select **Next** or **Complete**

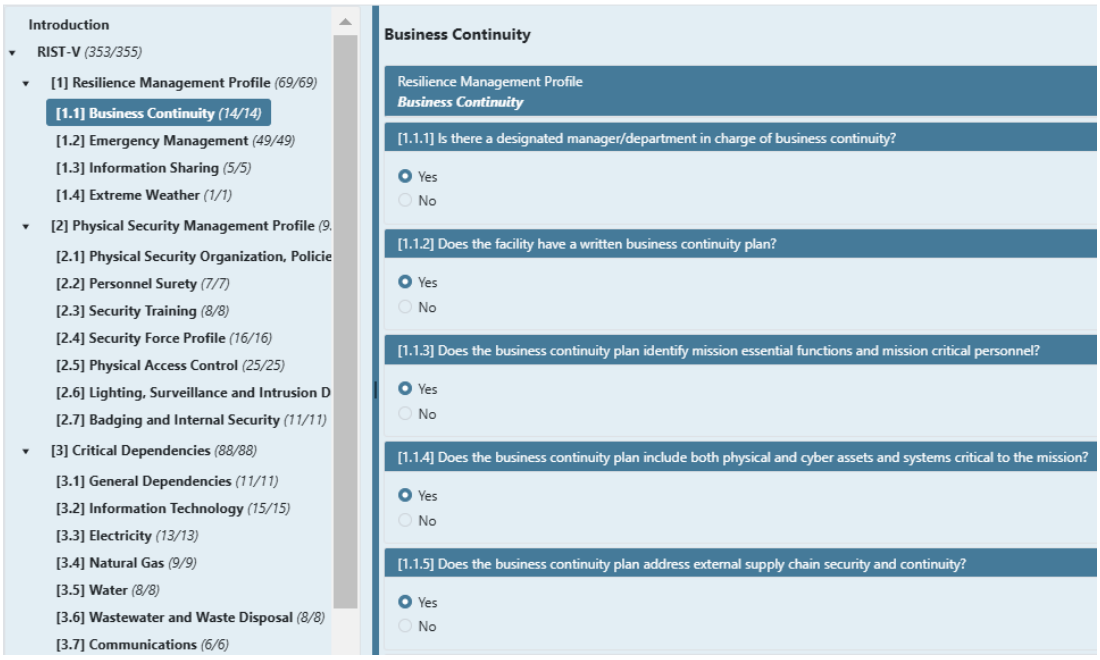


FIGURE 19. RISC 2.0 VULNERABILITY EVALUATION

NOTICE: Skip logic is implemented and will automatically skip over questions that no longer need to be answered based on prior questions

NOTICE: This section may require input from multiple employees of a facility (ex: facility manager, security manager, cyber manager). Users are able fill out subsections at the same time through their own accounts without overwriting each other.

Consequence Evaluations

There are two types of consequence evaluations, Common Consequence and Hazard Specific Consequence. There are three categories of consequence impact: Human, Property, and Business. The questions in General encompass multiple impacts.

COMMON CONSEQUENCE EVALUATION

The Common Consequence evaluation is a Consequence evaluation for all hazards. These are questions about the facility that are not specific to one hazard. Questions are a combination of yes/no and multiple-choice questions. If the facility is a direct patient care facility (as indicated in the Facility Profile), an additional Direct Patient Consequence section will be visible, and the user will have to answer those questions.

To perform the Common Consequence Evaluation:

1. Select **Start** on the Common Consequence Evaluation in the Dashboard
2. Select the consequence section and answer the questions

a. If you are a Direct Patient Care facility, select the Direct Patient Care section and answer the questions

3. Select **Complete**

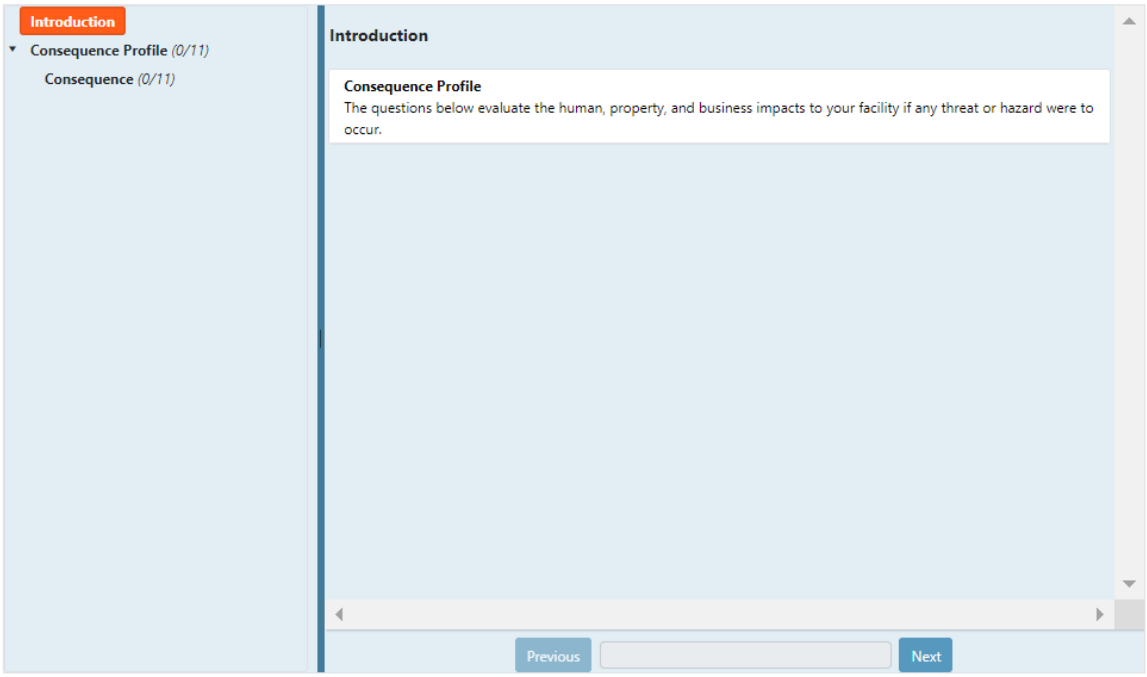


FIGURE 20. RISC 2.0 COMMON CONSEQUENCE EVALUATION

HAZARD SPECIFIC CONSEQUENCE EVALUATION

The Hazard Specific Consequence evaluation is a Consequence evaluation where questions are answered about a specific hazard. For this reason, the user must fill out the survey for hazards they wish to have a consequence score for. Questions are a combination of yes/no and multiple-choice questions.

To select a Hazard Specific Consequence evaluation, use the Hazard Specific Dashboard.

The Hazard Specific Dashboard contains the following information:

- Action: Select the **Start** button to begin any of the Hazard Specific Consequence Evaluations
- Hazard: the hazard associated with that Hazard Specific Consequence Evaluation
- Description: a description of the hazard
- H*V Score: the product of the Hazard score and Vulnerability score for the hazard. Use this score to determine which Hazard Specific Consequence Evaluations should be prioritized. Note: The H*V score will only be accurate if the Hazard and Vulnerability evaluations have been completed. A hazard with a high H*V score means that this hazard is both likely to occur and the facility is vulnerable to it.
- C Score: The consequence score will be displayed here once the evaluation is completed
- Status: Status of the evaluation, Not Started, In Progress, or Complete
- Progress: Progress of the evaluation based on completed question.

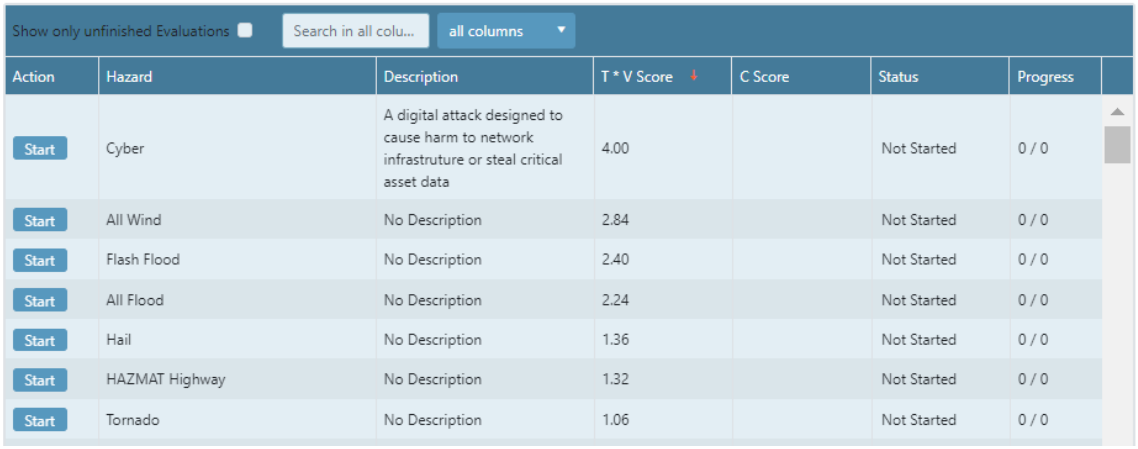


FIGURE 21. RISC 2.0 HAZARD SPECIFIC CONSEQUENCE EVALUATION DASHBOARD

To perform the Hazard Specific Consequence Evaluation:

1. Select **Manage** on the Hazard Specific Consequence Evaluation in the Dashboard
2. Select **Start** on the Hazard Specific Consequence Evaluation you wish to perform
3. Select the sections on the left-hand side and answer the questions
4. Select **Complete**

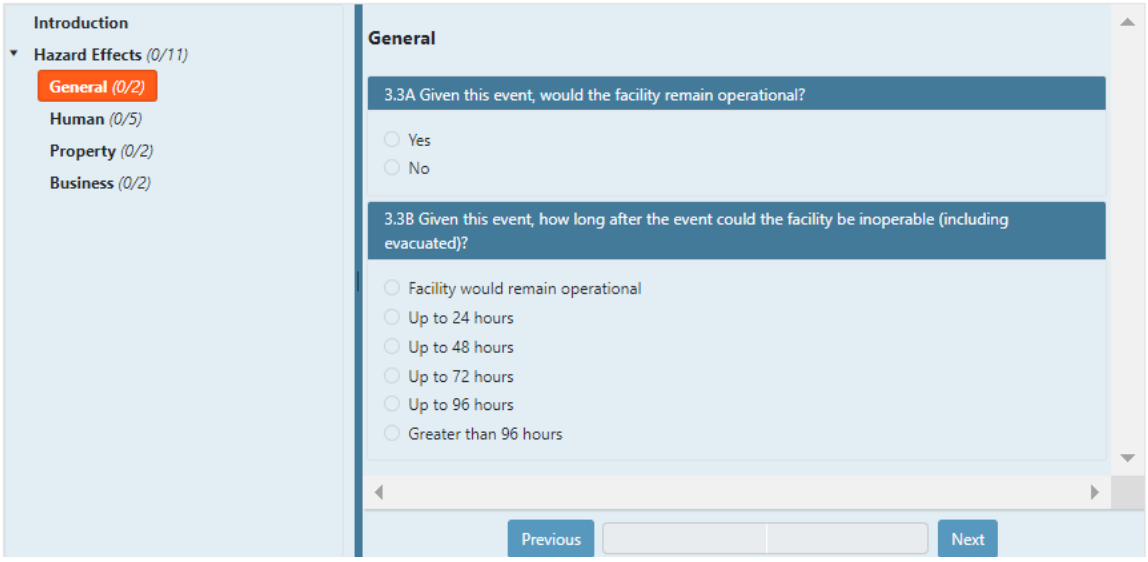


FIGURE 22. RISC 2.0 HAZARD SPECIFIC CONSEQUENCE EVALUATION

Criticality Evaluations

The Criticality Evaluation is different from the Hazard, Vulnerability, and Consequence types as the results are not one score per each hazard, but rather one score for the entire facility. The Criticality score measures how critical the facility is to the general region. For example, if there are nearby facilities that can easily assume responsibilities if your facility is in a crisis, the criticality score would be lowered.

The sections of this evaluation are determined by which sector was selected in the profile. In the image below, the pharmaceutical section is displayed, but if Direct Patient Care was selected, a Direct Patient Care section would be displayed.

To perform the Criticality Evaluation:

1. Select **Start** on the Criticality Evaluation in the Dashboard
2. Select the various sections on the left-hand side and answer the questions
3. Select **Next** or **Complete**

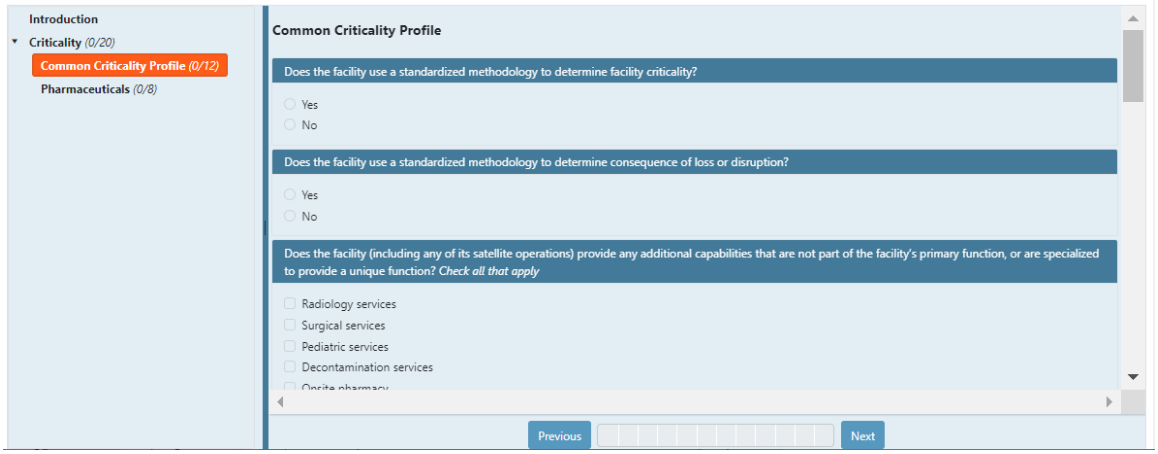


FIGURE 23. RISC 2.0 CRITICALITY EVALUATION

Adding Assessments

There are two ways a user can add a new assessment, clearing out previous answers or cloning previous answers from either the same facility or another facility in the same Health System Organization.

To add a new assessment:

1. Click the dropdown box on the top right side of the dashboard and select **New Risk Assessment**

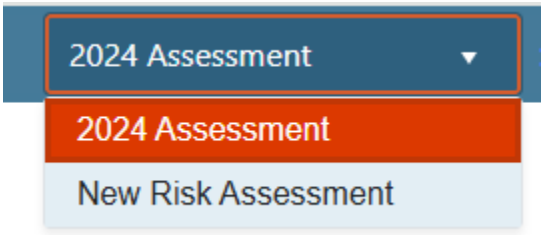


FIGURE 24. RISC 2.0 ADD NEW RISK ASSESSMENT BUTTON

Creating New Assessments

To create a brand-new assessment:

1. Select **Create new Assessment** (default)
2. Type the new assessment Name
3. Type the new assessment Description
4. Select **Create Assessment**

The new assessment will automatically pop up, the same evaluations will be displayed, but with all the answers cleared out.

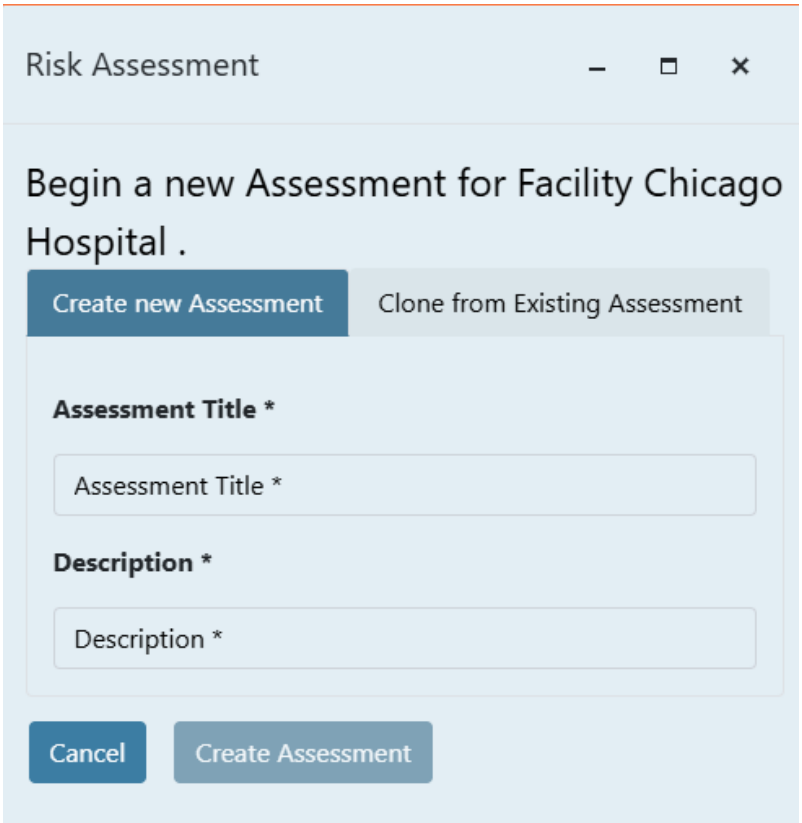


FIGURE 25. RISC 2.0 ADD OR CLONE RISK ASSESSMENT

Cloning Assessments

To clone an existing assessment:

1. Select **Clone from Existing Assessment**
2. In the top drop down select the existing assessment you would like to copy from. The dropdown will display all the facilities that the user has permissions for, and their associated Assessments.
3. Type the new assessment Name
4. Type the new assessment Description
5. Select **Create Assessment**

NOTICE: Assessments from other facilities will only be visible if your facility is part of a Health System Organization. See **Organization Hierarchy** section for more details.

NOTICE: Assessment names within an entire Health System Organization much be unique, so it is recommended to put the facility name and year in the Assessment title.

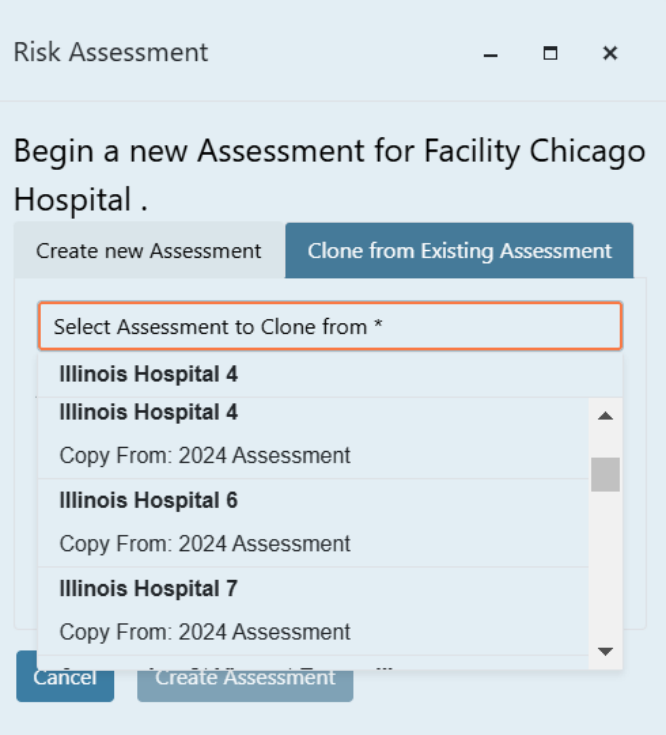


FIGURE 26. RISC 2.0 CLONING RISK ASSESSMENTS

The new assessment will automatically pop up, the same evaluations will be displayed, with the same answers as the original assessment that was cloned.

Organization

Instead of having a standalone Facility and assessment, users can create a Facility hierarchy and/or become a part of the Facility hierarchy. This section will explain several features of the Organization function.

NOTICE: The functions below will only be visible if the user had selected that they are a Managing Facility in the Profile Creation Identification Page or if Users were invited to join an organization.

Organization Hierarchy

The Organization Hierarchy displays the hierarchy of facilities within your Facility.

To view the Organization Hierarchy:

1. Select **Organization Hierarchy** on the left pane.

The right pane displays the Organization Hierarchy in tree view. The middle section displays a list of all Facilities and Types associated with the Organization.

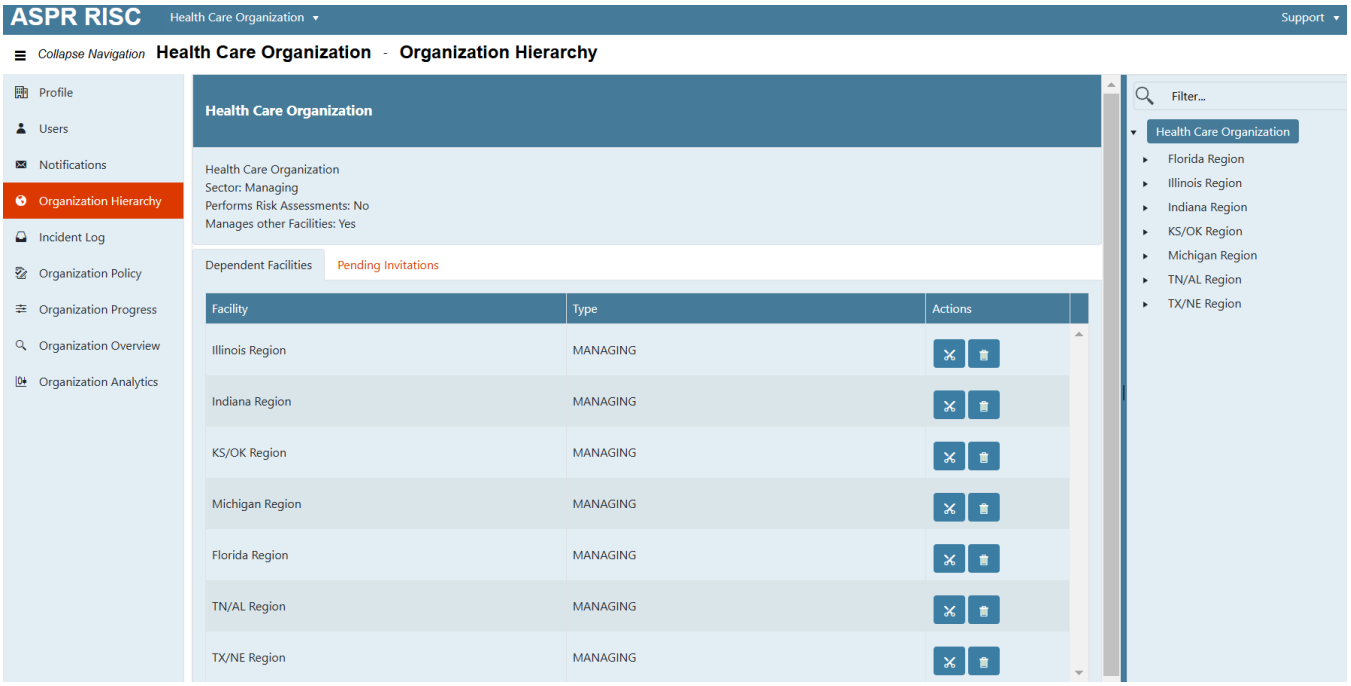


FIGURE 27. LIST OF DEPENDENT FACILITIES IN AN ORGANIZATION

Inviting an Existing Facility

If a facility exists in the RISC 2.0 platform but it not connected to your Organization Hierarchy, they must be invited to join.

To invite an existing facility to your Organization Hierarchy:

1. Select **Invite Existing** on the top right of the Organization Hierarchy page
2. Type the facility name into the textbox and select from the drop-down list
3. Select either **Administrative** or **Associative** relationship
    a. **Administrative:** gives the user of the system full access to the new child facility. An example where this is useful is when a Health System Organization is building their hierarchy but one of its dependent facilities has already created a profile within the RISC 2.0 System.
    b. **Associative:** gives the users of the system **read-only** access to the child facility. An example where this is useful is when a Coalition is setting up their hierarchy and wants to add a facility that is already part of a Health System Organization.
    c. **Important Note:** facilities may have multiple parents and may be part of multiple hierarchies, but they can only have an administrative link to one parent. If the facility being invited already has a parent with an administrative link, the user will only be able to invite them with an associative link.
4. Select **Ok**

The facility will be displayed in the Pending Invitations tab in the Organization Hierarchy page until the user of that facility accepts the invitation.

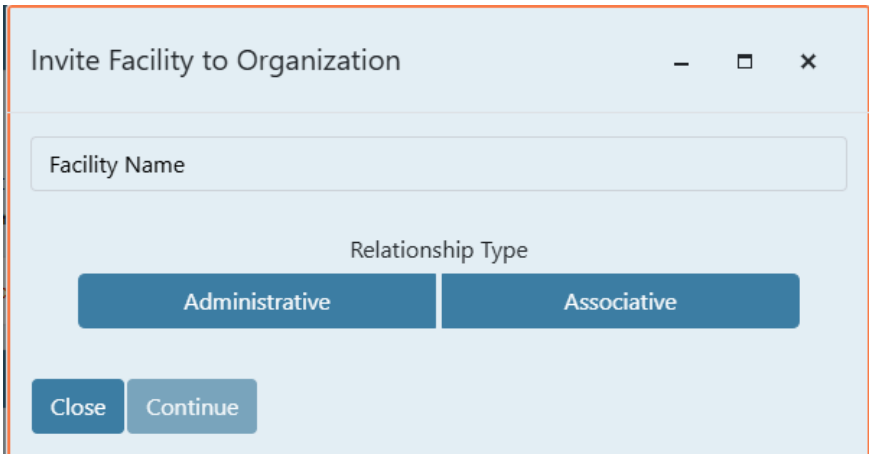


FIGURE 28. INVITE FACILITY TO ORGANIZATION FUNCTION

Adding a New Facility

If a facility does not already exist in the RISC 2.0 platform, it must be added.

To add a new facility to your Organization Hierarchy:

1. Select **Add New** on the top right of the Organization Hierarchy page
2. Type the Facility Name
3. Type the Facility Description
4. Select the toggle for if the Facility manages other Facility or facilities and/or if Risk Assessment are performed at the Facility
    a. If Risk Assessments are performed at the Facility, select the sector that best describes the Facility
5. Select **Continue**

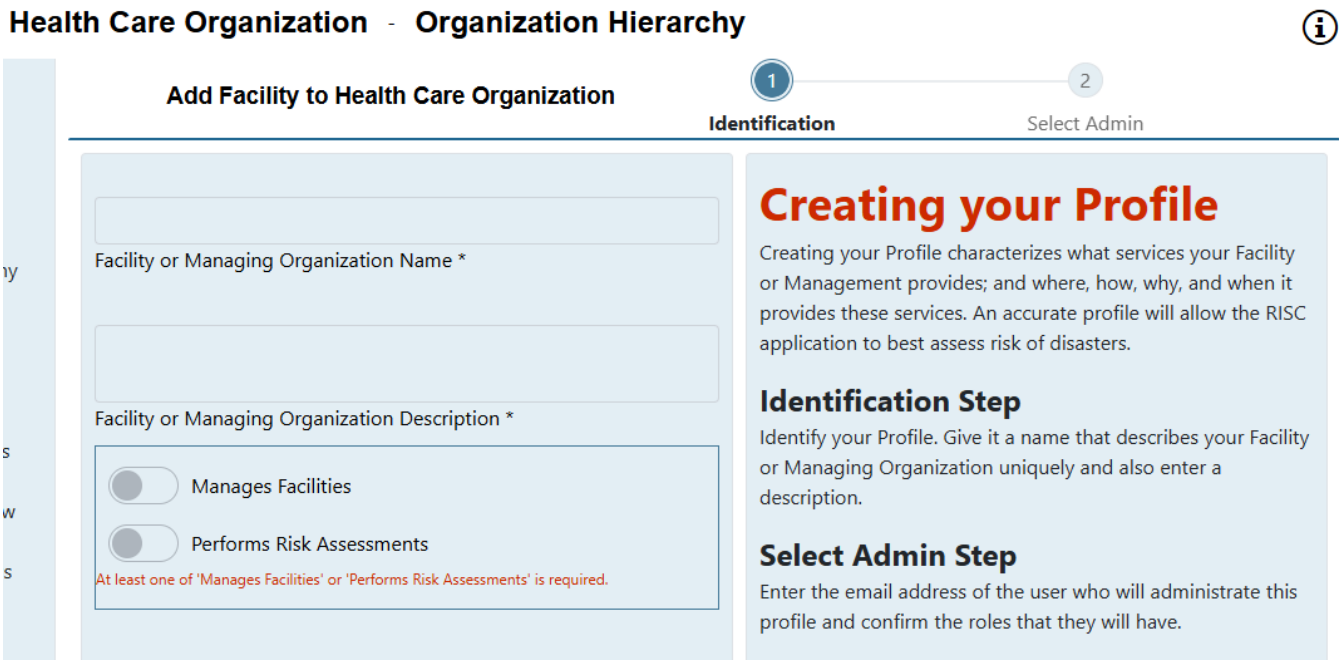


FIGURE 29. ADDING A NEW FACILITY TO ORGANIZATION FUNCTION

NOTICE: When adding a new facility to your Health System Organization, it will automatically have the **administrative** relationship.

From here you can choose to add users to the Facility, Skip Users and create the Facility Profile on your own or be done and come back to it later.

ADDING USERS

1. To add a user to the new Facility, select **Add User** and follow **Section 3.3.1** for adding users.
2. Select **Complete**

SKIP USERS

1. To Skip Users, select **Facility Profile** on the bottom left on the page
2. Follow **Sections 3.2.3, 3.2.4, 3.2.5, and 3.2.6** to fill out the Facility Profile

BE COMPLETE

1. Select **Complete.** You can choose to add users or create the Facility Profile later.

FIGURE 30. ADDED FACILITY TO ORGANIZATION

Organization Progress

Once your organization is set up, you can view the progress of your dependent Facilities on their evaluations.

To view your organization's progress:

1. Select **Organization Progress** on the left pane.

From here you can view how many evaluations the facilities in your organization have selected, and are Completed, In Progress, or Not Started. You can also export the data by selected **Export.**

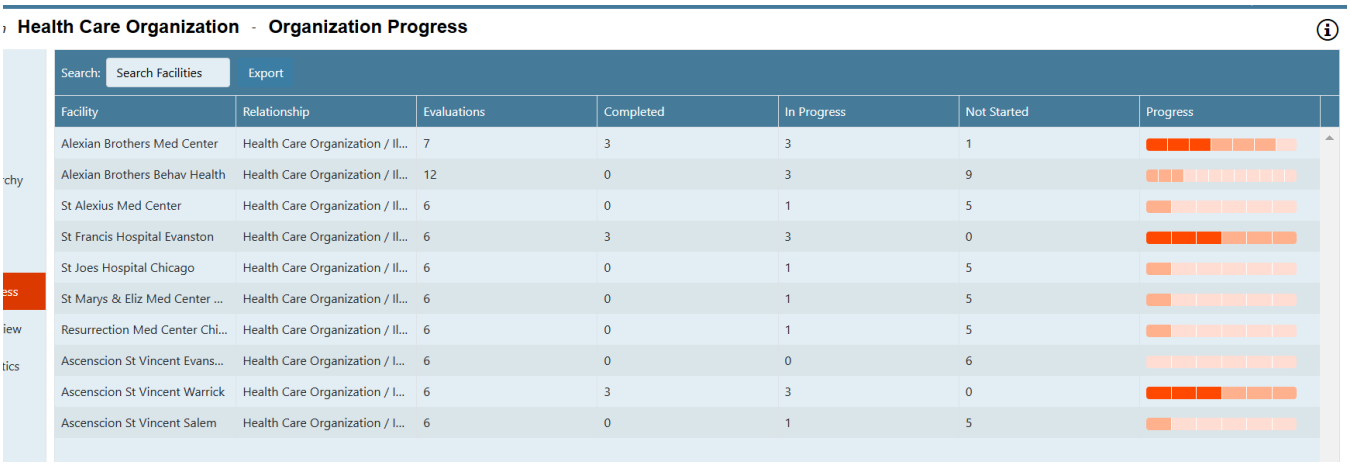


FIGURE 31. ORG PROGRESS PAGE. NOTE: THIS IS NOTIONAL DATA AND NOT ACTUAL DATA.

Organization Overview

As a part of an organization, you have access to view the scores of all the Facilities within your Organization. To view an overview of your organization's risk scores:

1. Select **Organization Overview** in the left pane

From here you can view your Organization's Facilities Risk Scores, Hazard Score, Vulnerability Score, Consequence Scores, and Criticality Scores but using the dropdown on the top left.
All threats/hazards are listed on the left axis and the Facilities are list on the bottom. The various scores are displayed in a heatmap.
To customize your view, use the pane on the right side, and to update the number of Facilities per page use the bottom section.

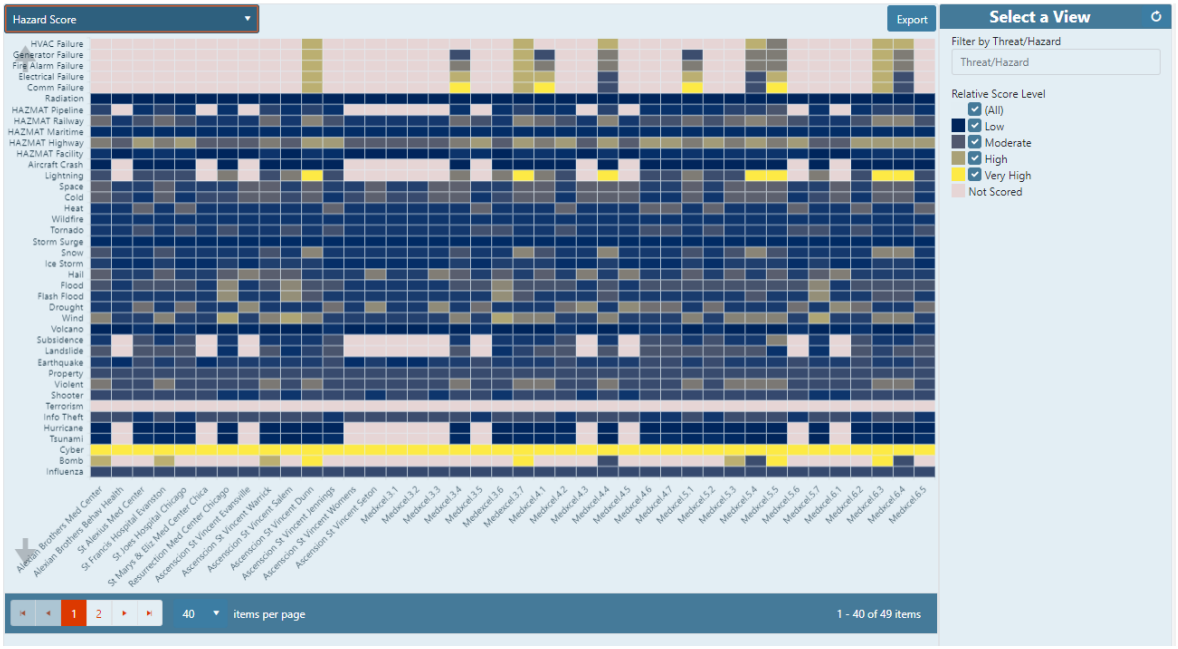


FIGURE 32. ORG OVERVIEW PAGE. NOTE: THIS IS NOTIONAL DATA AND NOT ACTUAL DATA.

To customize which Facilities you want to view in the in the heatmap, use the breadcrumb feature on the top left on the page.

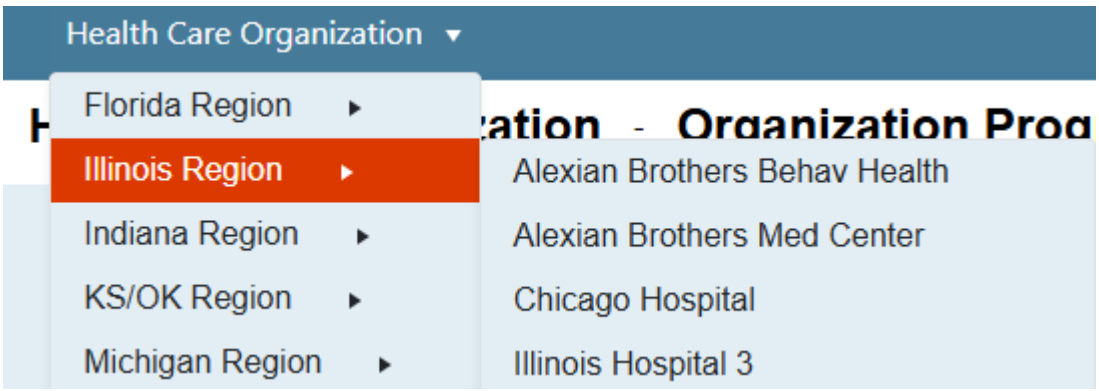


FIGURE 33. BREADCRUMBS

Organization Analytics

As a part of an organization, you have access to view the aggregated scores and analysis of all the Facilities within your organization.

To view an overview of your organization's risk scores:

1. Select **Organization Analytics** in the left pane

From here you can view your Organization's Facilities Aggregated Risk Scores, Hazard Scores, Vulnerability Scores, Consequence Scores, and Criticality Scores but using the dropdown on the top left to select.

All threats/hazards are listed on the bottom. The various scores are displayed in a box and whisker plot and can be sorted by average, min, max, median, and standard deviation.

To customize which Facilities you want to view in the in the analytics, use the breadcrumb feature on the top left on the page.

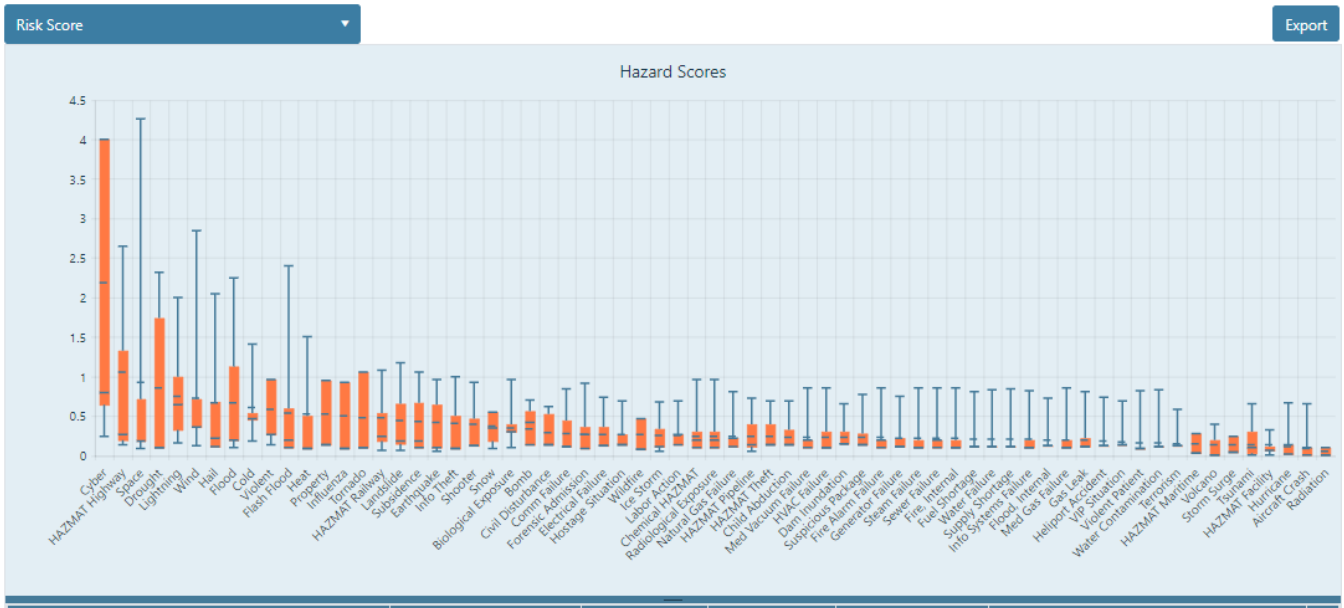


FIGURE 34. ORG ANALYTICS PAGE. NOTE: THIS IS NOTIONAL DATA AND NOT ACTUAL DATA.

NEW: Cyber Module

Cyber Module Overview

The Cyber Module is a new capability within the ASPR RISC Toolkit 2.0 that enables facilities to assess cybersecurity-related risks alongside existing hazard, vulnerability, consequence, and criticality evaluations. The

Cyber Module is integrated into the Facility Profile and Risk Assessment workflows and follows the same evaluation-based structure used throughout the RISC 2.0 tool. The Cyber Module supports identification and assessment of cyber risks that may impact facility operations, safety, continuity of care, and mission performance by mapping the questions to the 206 NIST Cybersecurity Framework Subcategories and 20 HHS Cybersecurity Performance Goals.

Adding Cyber to Your Profile

Cyber evaluations are enabled during Facility Profile creation or when updating an existing Facility Profile.
To add Cyber to your profile:

1. Select Profile Creation or Edit Profile for an existing Facility.
2. In the **Identification** step under "**Performs Risk Assessment**" ensure that "**Cyber Assessing**" is toggled on
3. Proceed through the Location and Definition steps.
4. During the Evaluations step, ensure the Cyber Evaluation option is select.
5. Confirm the selected evaluations and continue to complete the profile.

Once selected, the Cyber Evaluation will be included in all newly created Risk Assessments for that Facility.

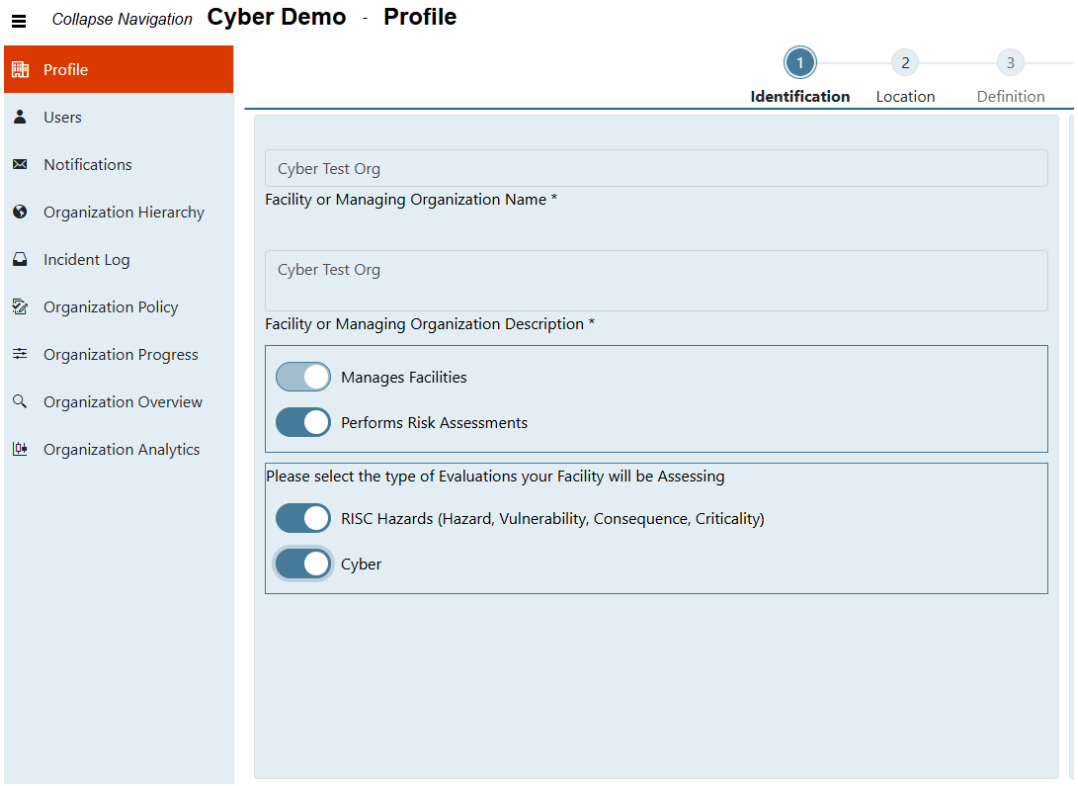


FIGURE 35: IDENTIFICATION STEP WITH CYBER SECTION TOGGLED ON.

Completing the Cyber Evaluation

The Cyber Evaluation is completed as part of a Facility Risk Assessment and is accessed from the Risk Assessment Dashboard. To complete the Cyber Evaluation:

1. From the Risk Assessment Dashboard, locate the Cyber Evaluation in the list of selected evaluations.
2. Select Start to begin the evaluation.
3. Answer all Cyber-related questions. Questions are structured as yes/no or multiple-choice items and may address topics such as governance, system dependencies, access controls, and preparedness.
4. Use the individual help text (to the right of every question) for assistance
5. Progress is saved automatically as questions are completed.
6. Select Complete when all required questions have been answered.

Cyber Scores

Upon completion of the Cyber Evaluation, Cyber-related scores are calculated and displayed within the Risk Assessment Dashboard. Cyber scores are derived from the responses provided during the Cyber Evaluation. These scores are displayed alongside other evaluation results where applicable and are intended to support focused cybersecurity risk analysis and planning.

Cyber scores update automatically if the evaluation is edited and re-completed.

Viewing and Exporting Cyber Results

Cyber Evaluation results may be reviewed directly from the Risk Assessment Dashboard.
Users may view Cyber scores in the context of other Facility risk indicators, including Hazard, Vulnerability, Consequence, and Criticality scores. Cyber results may also be included when exporting Risk Assessment dashboards to HTML or PDF formats.
Cyber results can be used to inform mitigation strategies, preparedness planning, and coordination activities.

New Features

Organization Policy (Custom Hazards)

This feature allows user to assess threats and hazards beyond the 67 that are automatically built into the RISC 2.0 Tool. To add Custom Hazards to your Facility or Organization:

7. Select **Organization Policy** in the left pane.
    a. Please note that to maintain consistency in Custom Hazards across an Organization, this feature is only available for editing at the top level of an organization.
8. Click **Add New Custom Hazard**
9. Under **Select Hazard,** choose from either a predefined list of Extended Hazards or click **New Hazard**
10. If adding a new hazard, give the hazard a Name, Short Name and Description.
11. Click **Add**

You will also have the option to **Update** or **Archive** the New Hazard or **Delete** an Extended Hazard.

After these Custom Hazards are added into the Organization Policy **and** users create a new risk assessment (either from scratch or from cloning a prior one) they will see:

1. A new **Custom Hazards** evaluation in the main dashboard. This is filled out the same way at the **Local Hazards** evaluation
2. An evaluation for each of the Custom Hazards in the **Hazard Specific Consequence** dashboard
3. An option to select a Custom Hazard in the **Incident Log**

NOTICE: While Hazard Likelihood and Consequence scores can be determined for Custom Hazards, Vulnerability scores cannot be determined yet. It is important to factor in the lack of vulnerability score when comparing the Custom Hazards to other Hazards and Threats in RISC 2.0

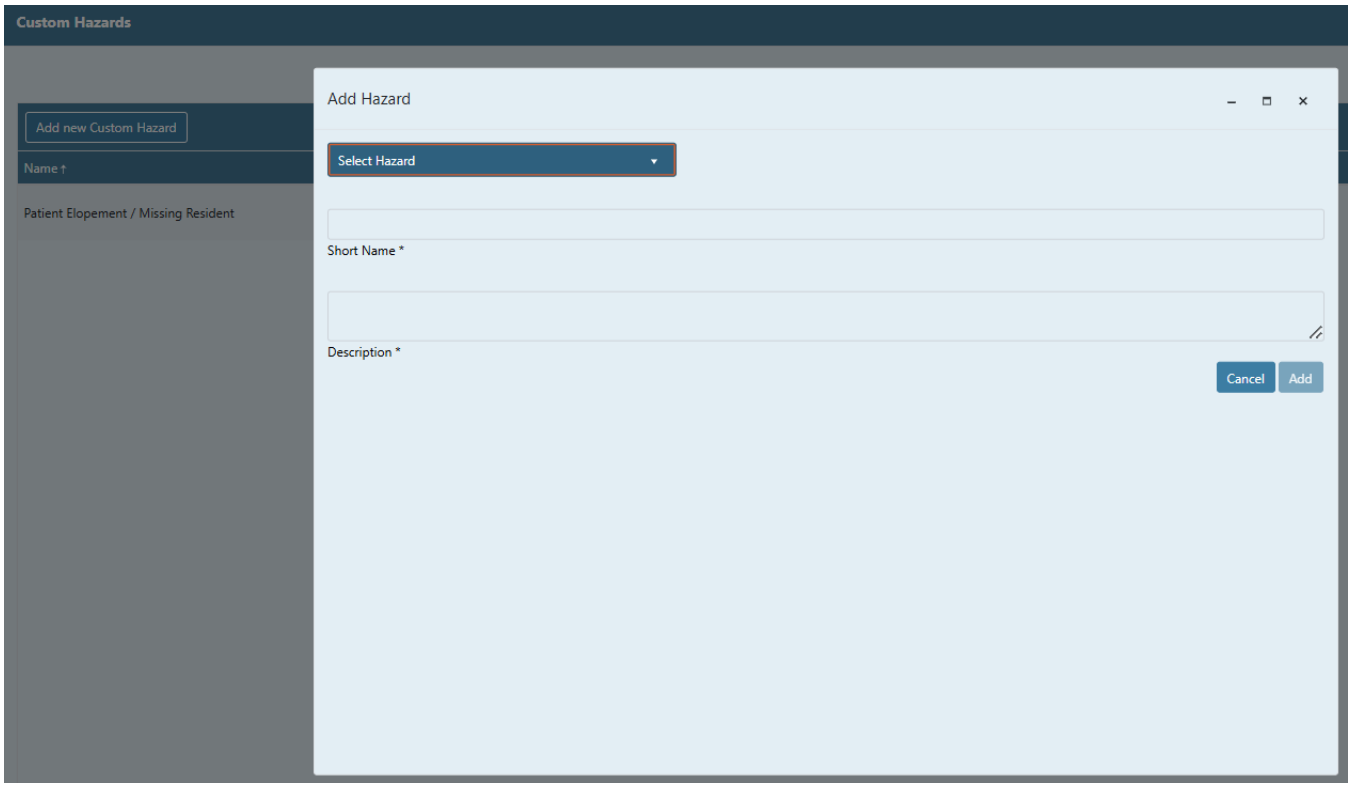


FIGURE 36. ORGANIZATION POLICY PAGE WITH "ADD NEW CUSTOM HAZARD" CLICKED

Incident Log

Adding Incidents

The Incident Log Tool is designed to document and manage incidents effectively. It captures essential details about an incident, allowing for efficient tracking and response management.
To add to the incident log:

1. Select **Incident Log** on the left pan
2. Click **Create New Incident**
3. Fill out the fields (descriptions of required and options fields below):
    - **Name** (required): Enter the title or name of the incident. This should be a brief, descriptive identifier.
    - **Description** (required): Provide a detailed description of the incident, including relevant context and specifics.

- **Facility** (required): Select the facility where the incident occurred. This helps in identifying the location context.
- **Facility Location** (required): Specify the exact location within the facility where the incident took place. For example, this could be the entire building, or just the basement or 5th floor.
- **Actions Taken** (required): Describe the actions that were taken in response to the incident. This may include immediate response measures and longer-term actions.
- **Main Hazard** (required): Identify the primary hazard associated with the incident. This helps in categorizing the incident.
- **Other Hazards** (optional): List any additional hazards related to the incident that are not the primary focus.
- **Category** (required): Select the category that best describes the incident. Options include Geological, Meteorological, Intentional, Unintentional, Diseases, Internal (Human), Internal (Hazmat), and Internal (Technical).
- **Severity** (required): Indicate the severity level of the incident. Choices are Low, Medium, High, and Very High.
- **Responders** (optional): Add information about the individuals or teams who responded to the incident. You can add multiple responders.
- **External Organization(s) Notified** (optional): List external organizations that were informed about the incident, such as Coalition or Governmental Organizations.
- **Down Time** (required): Enter the duration of downtime caused by the incident. Specify the number and select either hours or days for the scale.
- **Occurrence Date** (required): Record the date and time when the incident occurred. This is important for chronological tracking.

4. Press Create

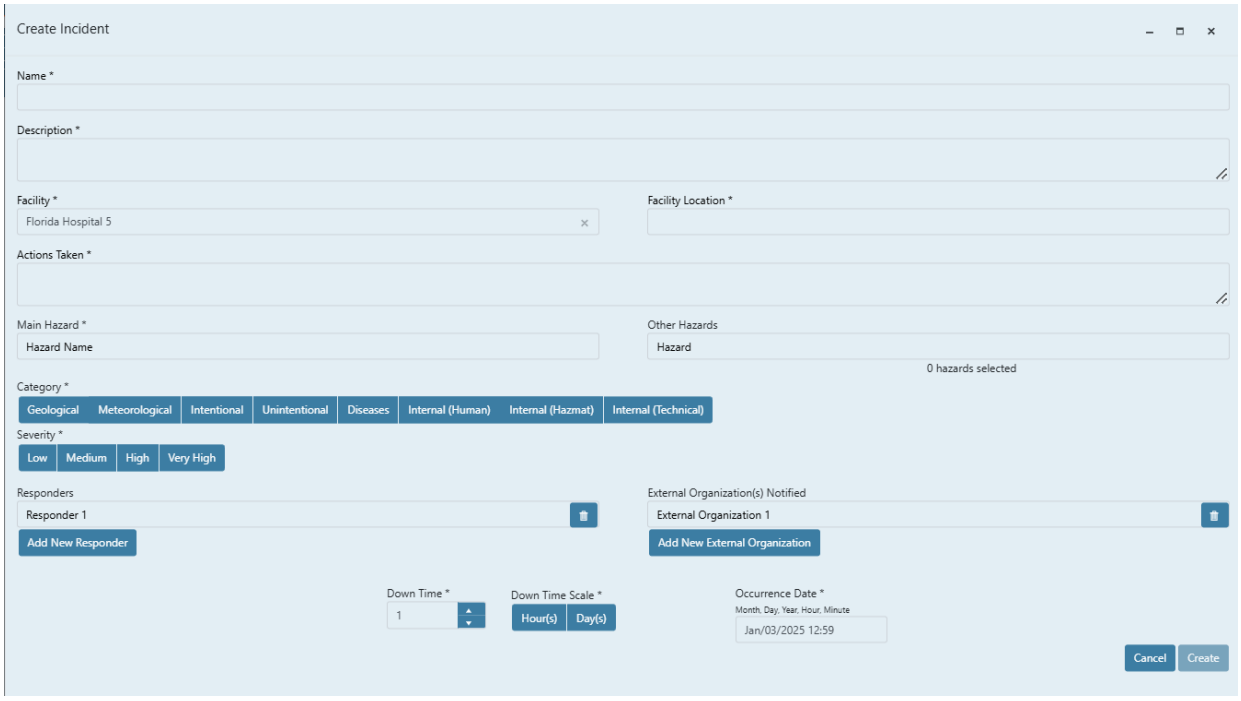


FIGURE 37. INCIDENT LOG CREATION FORM

NOTICE: As this time the entries into the Incident Log do not impact the RISC 2.0 scores, they are solely for logging purposes.

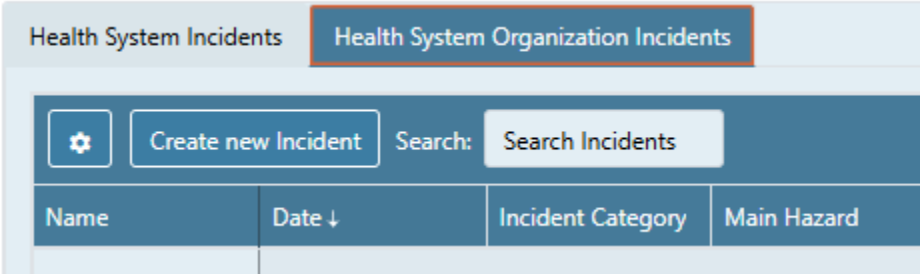
Viewing and Editing Incidents

Incidents may be edited over time and comments may be added. Additionally, if the user is part of a Health System Organization, they can view all the incidents at the facilities they have access to.

To view all incidents:

1. Select the **Health System Organization Incidents** tab at the top of the Indent Log.

All incidents at the Facilities within your Organization will be viewable.



Notifications Page

Accessibility

Basic Navigation

Like most web applications, the Tab key will cycle through the interactive elements on the page. Hold shift while pressing tab to cycle in reverse order. The currently selected element will be highlighted.

Grid Navigation

When an element of a data grid, or table, is selected, there are additional advanced controls available. With a grid cell selected, use the arrow keys to navigate to adjacent cells.

FIGURE 38. EXAMPLE OF ELEMENT IN A DATA GRID BEING SELECTED.

If a cell contains an interactive element (e.g., Button), use the tab key while the cell is focused to shift focus to that interactive element. Press Escape to return focus to the grid cell.

FIGURE 39. EXAMPLE OF A CELL CONTAINING AN INTERACTIVE ELEMENT.

Tab Navigation

When one tab of a tab group is selected, use the left and right arrow keys to switch between the tabs.

FIGURE 40. EXAMPLE OF A TAB GROUP

Interaction

Depending on the type of interactive control that is focused you can interact with them using the Space or Enter keys.

NOTICE: If you're using the NVDA screen reader, you may need to hold the 'ALT' key while navigating on the grid or other elements that navigate with arrow keys to pass the inputs to our application; this is part of the NVDA behavior.