

Coast Guard Risk Assessment for Enclosed Space Mass Gatherings

Mass Gathering Definition:

For the purpose of this assessment, a mass gathering is defined as any non-operational group of people gathering in an enclosed space that is NOT their typical work space or that is NOT for the purposes of their typical business or mission; and the size of the space is such that it does NOT allow for everyone in the group to maintain at least 6 feet of social distancing.

Gathering Description:

Date:

Locations:

Step 1: Identify, Assess, & Mitigate Risk Elements

Instructions: To determine the level of risk for each element below, estimate the risk level based on the Low/Medium/High scale. If your perceived rating is Medium or High, explore mitigations. Draw a line thru the risk zone that corresponds to the mitigated risk level and document the perceived risk(s) and Mitigation(s) in the space provided.

Rate Risk Zone

Planning Enough time to conduct thorough planning for the gathering. Consider: Lead time for travel and attendance, plans to limit total audience attending, plans to manage social distancing, plans to pre- and post-clean surfaces, plans to limit health exposure, ability to control arriving audience.
Notes/Mitigation:

Complete	Partial	None
<i>L</i>	<i>M</i>	<i>H</i>

Event (Mission Complexity) Consider: total number of persons attending, number of audience members traveling, degree of audience contact with crew and facilities, number of spaces visited.
Notes/Mitigation:

Low	Medium	High
<i>L</i>	<i>M</i>	<i>H</i>

Asset: Facility Location What is the risk posture of the local, state, and other authorities in the area? If a tenant command, what is the risk posture of the USCG, DOD, DHS, or OGA parent unit? Consider the impact of additional screening of visitors on security and other support resources.
Notes/Mitigation:

Low	Medium	High
<i>L</i>	<i>M</i>	<i>H</i>

Asset: Audience and Attendee Logistics What is the risk to the attendees as they travel to the site? Do airports have travel restrictions for military or civilian personnel? Are travelers coming from high risk areas (Ref CDC). Consider: alternate travel routes and emerging travel warnings or restrictions.
Notes/Mitigation:

Low	Medium	High
<i>L</i>	<i>M</i>	<i>H</i>

Asset: External Attending Audience What is the risk to the external audience? Is the external audience appropriate for mass gatherings in an enclosed space? Consider: pre-arrival screening, average age, at-risk populations, underlying health conditions, local health official guidance.
Notes/Mitigation:

Excellent	Marginal	Poor
<i>L</i>	<i>M</i>	<i>H</i>

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Step 1: Identify, Assess, & Mitigate Risk Elements

Asset: Crew What is the risk to the crew at the installation? Consider military permanent party staff, trainees, cadets, recruits, civilian employees, and contractors, including at-risk populations, average age, and underlying health conditions.

Excellent	Marginal	Poor
<i>L</i>	<i>M</i>	<i>H</i>

Notes/Mitigation:

Asset: Partners and Volunteer Support Staff What is the risk to partner agency co-host staff, volunteers, supporting civic organizations, and Coast Guard Auxiliaries at the installation? Consider at-risk populations, average age, and underlying health conditions.

Excellent	Marginal	Poor
<i>L</i>	<i>M</i>	<i>H</i>

Notes/Mitigation:

Asset: Medical and Isolation Facilities: What is the risk of overwhelming available medical staff and facilities, or available isolation facilities? Consider ratio to anticipated audience, supporting agreements with local medical and EMS, health official guidance on symptomatic visitors or crew, policy for placing employees in isolation on-base.

Excellent	Marginal	Poor
<i>L</i>	<i>M</i>	<i>H</i>

Notes/Mitigation:

Communications/Supervision. Assess the ability to maintain installation and emergency comms throughout the gathering, including pre-arrival instructions, symptomatic attendee health comms, and post-medical intervention comms with internal and external stakeholders.

Excellent	Partial	None
<i>L</i>	<i>M</i>	<i>H</i>

Notes/Mitigation:

Environment. External conditions surrounding the gathering. Consider: weather, ventilation, size of gathering space, social distancing culture.

Ideal	Marginal	Extreme
<i>L</i>	<i>M</i>	<i>H</i>

Notes/Mitigation:

Step 2: Determine Overall Risk Level

Consider: 1) the ratings for each element in Step 1; 2) the importance of the element for conducting the gathering, and 3) how elements may interact. Rate the perceived **Overall Risk Level** when considering this information. Circle the risk zone that corresponds to your perceived overall risk:

<i>Low</i>	<i>Medium</i>	<i>High</i>
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PEACE elements are required per COMDTINST 3500.3A. Additional unit-specific elements are permitted.

Step 3: Determine Risk vs. Gain: Do gains warrant the risk?

Step 3a. Enter the overall Risk Level (step 2) in the **RISK** box below (Low, Medium, or High)

Step 3b. Review the definitions for Gain below and enter the level in the **GAIN** box below (Low, Medium, or High)

Level of Gain

Low – Situation with unclear benefits or low probability of delivering concrete results. *Examples: gatherings purely in conformity with Service custom, limited mission partner value, limited public affairs value like awards ceremonies, retirement ceremonies, all-hands annual training that is not mission essential, etc.*

Medium – Situation that provides immediate and real benefits. *Examples: gatherings that advance mission execution planning, mission execution tactical partnerships, and wide stakeholder and public affairs value like all-hands training that, without which, would prevent a team/unit from critical mission execution, Quarterly Strategic Sessions (QSS), daily command center/OPS briefs, etc.*

High – Situations that provide real and immediate benefits that if ignored would significantly degrade force protection or mission execution accomplishment. *Examples: gatherings that are required for highest-priority operational mission planning, would cause significant damage to the Service’s reputation if cancelled, or which are vital to national-level stakeholders like Incident Command Post (ICP) directly related to COVID-19, etc.*

Vs.

RISK

(Low, Med, High)

GAIN

(Low, Med, High)

Step 3c. Use the Risk vs. Gain values from above and follow the column and row until they cross. The intersecting point is the recommended action.

Risk vs. Gain	High Gain	Medium Gain	Low Gain
Low Risk	Hold the Gathering. Monitor risks and re-evaluate if conditions change	Consider Canceling the Gathering. Monitor risks and hold the gathering ONLY IF mitigating controls can be implemented or if conditions change.	Do not hold the Gathering. Communicate to Chain of Command. Wait until Risk Factors change or controls are available to warrant risk exposure.
Medium Risk	Consider Canceling the Gathering. Monitor risks and hold the gathering ONLY IF mitigating controls can be implemented or if conditions change.	Consider Canceling the Gathering. Monitor risks and hold the gathering ONLY IF mitigating controls can be implemented or if conditions change.	Do not Hold the Gathering. Communicate to Chain of Command. Wait until Risk Factors change or controls are available to warrant risk exposure.
High Risk	Consider Canceling. Hold the Gathering ONLY WITH Chain of Command Endorsement. Communicate risk vs. gain to next-higher chain of command, implement controls and continuously evaluate conditions.	Consider Canceling. Hold the Gathering ONLY WITH Chain of Command Endorsement. Communicate risk vs. gain to next-higher chain of command, implement controls and continuously evaluate conditions.	Do not hold the gathering. Communicate to Chain of Command. Wait until Risk Factors change or controls are available to warrant risk exposure.