

Enclosure (1) to SECDEL BAYNOTE 3500.2A

SECTOR DELAWARE BAY RISK MANAGEMENT TOOL (GAR MODEL)

Risk Factor	Risk Factor Score									
	1	2	3	4	5	6	7	8	9	10
Supervision. How qualified the Mission Leader (ML) is and whether effective supervision is taking place.	Abundant On-scene experienced Supervision. Several experienced on-scene Supervisor(s) within span-of-control (3-5) to manage routine tasks.	0	Good On-scene Experienced Supervision.	0	On-scene Limited Experience. [Benchmarks].	0	Limited On-Scene Supervision, limited experience.	0	No On-scene Supervision. Mission leader has no experience, no 'reach back' to office; ML has multiple tasks beyond supervision.	0
Planning. How much information you have, how clear it is, and how much time you have to plan the evolution or evaluate the situation.	Very Stable Situation / Well Planned Activity. Situation is well known by all and unlikely to change, planning took place well in advance.	0	Somewhat Stable Situation / Planned Activity.	0	Potentially Unstable Situation / Planned Activity. [Benchmarks].	0	Unstable Situation / Unplanned Activity	0	Very Unstable Situation / Unplanned Activity. Little or low quality information, rapidly & unpredictably changing, no planning occurred for activity.	0
Crew Selection. Qualifications and experience level of the individuals used for the specific evolution.	Very good team / activity match. All team members 100% qualified for tasks, very experienced, 2+ years in this AOR doing this task.	0	Good team / activity match.	0	Moderately poor team / activity match. [Benchmarks].	0	Poor team / activity match	0	Very poor team / activity match. Team 100% unqualified for tasks, little experience, new to AOR and/or task, team hasn't previously worked together.	0
Crew Fitness. Physical and mental state of crew taking into account recent quality & quantity of sleep of each member.	Very good team readiness. Requires minimal physical activity, mental acuity, crew in excellent fitness for required activity, team well rested. Little to no commute.	0	Good team readiness	0	Moderately poor team readiness. [Benchmarks].	0	Poor team readiness	0	Very poor team readiness. Demanding physical effort, extremely high mental acuity, and team is extremely fatigued.	0
Environment. Factors affecting personnel performance as well as the performance of the asset or attached resources.	Very forgiving environment. Unlimited access to equipment, personnel, minimal to zero exposure to chemical or geographic hazards, on-scene Wx calm and temperate, daylight mission.	0	Forgiving Environment.	0	Moderately unforgiving environment. [Benchmarks].	0	Unforgiving environment	0	Very unforgiving environment. Activity occurs in extreme Wx conditions; no access to critical resources, exposure to chemical hazards/oxygen deficiency spaces expected.	0
Event/Evolution Complexity. Consider both the duration and complexity of the event. Generally, the longer one is exposed to a hazard, the greater the risks.	Very simple activity. Activity involves no complexity, requires no PQSS, training, oversight, or familiarization.	0	Simple activity.	0	Moderately complex activity. [Benchmarks].	0	Complex activity	0	Very complex activity. Activity involves on-scene responses to extreme cases where life, limb and/or environment are threatened by split-second decisions.	0
Total Score 0 - 23 GREEN (low risk)										
Total Score 24-44 AMBER (Caution)										
Total Score 45-60 RED (High Risk)										

User Instructions

- Discuss mission and associated risks. Seek comments from all team members.
- Circle/mark appropriate risk factors for each category.
- Add up all risk factor points to get your overall GAR score.
- Report final GAR score to Command Duty Officer (CDO) at 215-271-4940 or on normal working frequencies.

FOR CDO ONLY

- Log GAR score in corresponding MISLE activity/daily log book.
- If any individual category scores an "8" or above, notify applicable Dept Head.
- If total score is >35, Brief Div. Chief /CO/OINC.
- If total score is >44, brief Dept Head.

TOTAL SCORE

(Descriptive Benchmarks on reverse side)

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*This side provides descriptors and benchmarks to use as guidance when using this GAR model in risk assessment. These descriptors are not meant to be all-inclusive. It is up to each team member to ultimately decide on the risk score associated with each risk factor they may encounter during an evolution.

Risk Factor	Risk Factor Score					
	1	3	5	7	9	
<p>Supervision. Supervisory control should consider how qualified a mission leader is and whether he or she actually is supervising. Even if a person is qualified to perform a task, supervision, even as simple as verifying the correctness of a task, further minimizes risk. The higher the risk, the more a supervisor needs to focus on observing and checking. A supervisor actively involved in a task (doing something) can be distracted easily and probably is not an effective safety observer in moderate to high-risk conditions.</p> <p>Planning. Preparation and planning should consider how much information is available, how clear it is, and how much time is available to plan the evolution or evaluate the situation.</p> <p>Crew Selection. Crew and watchstander selection should consider the experience of the persons performing the specific mission. If individuals are replaced during the mission, assess the new team members' experience.</p> <p>Crew Fitness. Crew and watchstander fitness should judge the team members' physical and mental state, generally a function of how much rest they have had. Quality of rest should consider how a platform rides and its habitability, driving distance, potential sleep length of member and if any interruptions to that sleep occurred.</p> <p>Environment. Environment should consider all factors affecting personnel, unit, or resource performance, including time of day, lighting, atmospheric and oceanic conditions, chemical hazards, and proximity to other external and geographic hazards and barriers, among other factors (e.g. oxygen deficiency, toxic chemicals, continual oil discharge, and/or injury from falls and sharp objects).</p> <p>Event/Evolution Complexity. Event or evolution complexity considers both the time and resources required to conduct a mission. Generally, the longer the exposure to a hazard, the greater the risks involved. However, each circumstance is unique. Other factors to consider in this element include how long the environmental conditions will remain stable and the precision and level of coordination needed to conduct the evolution. (E.g. severe weather, severification/location of pollution spill, experience of crew.)</p>	<p>Abundant On-scene Experienced Supervision. Multiple experienced Mission Leader(s) on-scene within span-of-control (3-5) to oversee routine tasks. Mission Leader has no other tasks while on-scene.</p> <p>Very Stable Situation / Well Planned Activity. Extremely well understood situation, high quality information, almost 100% certainty that situation will not change, activity planned in detail in advance of departure.</p> <p>Very good team / activity match. Team 100% qualified for tasks, very experienced, 2 or more years in this AOR doing this task, TCT training recent, team frequently works together.</p> <p>Very good team readiness. Requires minimal physical activity, relaxed mental state appropriate, excellent fitness for required activity, 100% fresh team. Little to no commute.</p> <p>Very forgiving environment. Activity occurs in calm and temperate Wx during daylight, resources unlimited, very minimal hazards (chemicals, falls, etc...) or barriers.</p> <p>Very simple activity. Activity involves no complexity, requires no POS training, oversight, or familiarization. Appropriate for a non-rate.</p>	<p>Good On-scene experienced Supervision.</p> <p>Stable Situation / Planned Activity.</p> <p>Somewhat</p>	<p>Good On-scene Supervision.</p> <p>Planned Activity.</p>	<p>On-scene Supervision, Limited Experience. Mission leader(s) is/are new or recently new to the team, mission or supervisory position. Mission leader has a few additional tasks while on-scene.</p> <p>Potentially Unstable Situation / Planned Activity. Information is somewhat limited with 50% chance of changing, activity planned somewhat in advance but with urgency.</p> <p>Moderately poor team / activity match. Team 50%, unqualified for tasks, somewhat experienced, limited time within the AOR doing this task, team still developing teamwork management skills.</p> <p>Moderately poor team readiness. Requires moderate physical activity, reasonable amount of concentration, crew fitness is beginning to decrease, Commute may be prolonged.</p> <p>Moderately unforgiving environment. Activity occurs in moderate Wx, visibility reduced, restricted in access to some resources, moderate hazards or barriers will be experienced.</p> <p>Moderately complex activity Activity involves Confined Space Entry, tank climbing, and requires POS, formal and/or on-hands training, extended time on scene.</p>	<p>Limited On-Scene Supervision</p> <p>Unstable Situation / Unplanned Activity</p>	<p>Limited On-Scene Supervision</p> <p>Unstable Situation / Unplanned Activity</p>
<p>No On-scene Supervision. No experienced Mission leader(s) on-scene; span of control exceeded for mission leader; no 'reach back' to office; mission leader has multiple tasks beyond supervision.</p> <p>Very Unstable Situation / Unplanned Activity. Little information, low quality information, rapidly & unpredictably changing, zero planning for activity, activity falls outside normal practices activities / duties.</p> <p>Very poor team / activity match. Team 100% unqualified for tasks, little experience, new to this AOR and/or this task, no TCT training, new team that hasn't previously worked together.</p> <p>Very poor team readiness. Requires demanding physical activity, extremely focused mental state appropriate, very poor fitness for required activity, fatigued team. Tremendously extensive commute.</p> <p>Very unforgiving environment. Activity occurs in very hot or cold Wx, exposure to heavy storms. Roads blocked/closed, conditions are outside of the operational limitations of the vessel/vehicle/crew, direct exposure to chemicals anticipated.</p> <p>Very complex activity. Activity involves on-scene responses to arson, IEDs, rioting, fire, explosion, violence and/or active release of hazardous materials hostile escort situation or security threat, night low during heavy weather.</p>	<p>Complex activity</p>					