

RISK MANAGEMENT WORKSHEET

CALIFORNIA CADET CORPS FORM 21

1. Organization and Unit Location:							2. Page		of	
3. Mission/Task:					4. Begin Date:	5. End Date:		6. Date Prepared:		
8. Tasks	9. Identify Hazards	10. Initial Risk Level	11. Develop Controls		12. Residual Risk Level	13. Implement Controls ("How To")		14. Who/How Supervised		
15. Determine Overall Mission/Task Risk Level After Countermeasures Are Implemented: (Circle Highest Remaining Risk Level)				LOW (L)	MODERATE (M)	HIGH (H)	EXTREMELY HIGH (E)			
16. Medical Support: Advanced Trauma Life Support (ATLS) is required within 1 hour. On-site Medical Support provided (Circle one): Medic Paramedic (EMT 2P) ARC/NSC First-Aid Responder None										
17. Prepared by: (Rank, Last Name, Duty Position)					18. Reviewed by Action Officer/Commander: (Rank, Last Name, Duty Position and Signature):					
19. Risk Decision Authority (Signature Block and Signature):					Extremely High Risk: Event disallowed High Risk: XO, CACC must approve Moderate Risk: Brigade Advisor or above must approve Low Risk: Commandant or above must approve					

Risk Management CACC Form 21 Worksheet Instructions

Blocks

1 – 8. Self explanatory

9. **Identify Hazards** – Review risk factors for the mission or task. Additional factors include historical lessons learned, experience, judgment, equipment characteristics and warnings, and environmental considerations.
10. **Initial Risk Level** – Assess hazard and determine initial risk for each hazard by applying risk assessment matrix – LOW(L), MODERATE (M), HIGH(H) or EXTREMELY HIGH (E)
11. **Develop Controls** – Develop one or more controls for each hazard that will either eliminate the hazard or reduce the risk (probability and/or severity). Specify who, what, where, why, when, and how for each control.
12. **Residual Risk Level** – Determine the residual risk for each hazard by applying the risk assessment matrix, assuming the controls are implemented.
13. **Implement Controls** – Decide how each control will be put into effect or communicated to the personnel who will make it happen (written or verbal instruction; tactical, safety, garrison SOPs, rehearsals).
14. **Who/How Supervised** – **Who and how will each control be monitored (continuous supervision, spot-checks).** Evaluate frequently and pass on lessons learned.
15. **Determine Overall Mission/Task Risk** – Select the highest residual risk level and circle it. This becomes the overall mission or task risk level. The commander decides whether the controls are sufficient to accept the level of residual risk. If the risk is too great to continue the mission or task, the commander directs development of additional controls or modifies, changes, or rejects the COA.
16. **Medical Support** – Select type of on-site medical support provided and circle it.
- 17 & 18. Self explanatory
19. **Risk Decision Authority** – The decision to accept or not accept the risk(s) associated with an action is made by the appropriate commander or leader responsible for performing that action.