



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON SCHWEINFURT
UNIT 25850, BOX 10
APO AE 09033

IMEU-SWF-ZA

MEMORANDUM FOR SEE DISTRIBUTION

2010 28 2010

SUBJECT: Policy Memorandum # 9-7, US Army Garrison Schweinfurt Commander's Safety Risk Assessment for Community Events Policy

1. Reference: IMA-Euro Memorandum, Community Events Policy, 20 Apr 06.
2. Garrison and tenant unit community events held within the Garrison's e.g. parades, expositions, bazaars, community runs, trips, carnival, and non-routine activities like, Halloween, kinder fests, etc., must be safety risk assessed to ensure the safety and security of attendees and participants, and the protection of government property. Planning must include evaluation of safety risks, and mitigation actions developed to reduce risks to an acceptable level.
3. Specifically, Garrison Directorates, and tenant units will provide written risk assessments for planned community events to the Garrison Safety Office for review at least three (3) weeks prior to the scheduled event. The Garrison Safety Office will review and comment on the written assessments, and coordinate any needed modifications with the activity leader. The activity leader will then ensure that the assessment is signed at the appropriate management level within his or her agency e.g. Tenant Unit Commander, School Principal, AAFES Manager etc., then forwarded to the Garrison Command Section for review and signature. Once the assessment is signed at the Garrison Command level, the activity leader will provide signed copies of the assessment to the Garrison Safety Office and each agency/person tasked with implementing the controls. Reference the attached flow chart.
4. Community events not coordinated with the Garrison, or lacking written safety risk assessments are subject to cancellation in the interest of public safety.
5. Units with full time safety professionals assigned are responsible for safety evaluation of community event planning, set-up, and ensuring that mitigation controls are implemented during the event. Garrison initiated events are evaluated and overseen by the Garrison Safety Office. The Garrison Safety Office will do periodic unannounced safety evaluations of community events to ensure risk assessment mitigation actions are being accomplished.
6. The proponent for this policy memorandum is the US Army Garrison Schweinfurt Safety Office, 354-1670 or CIV 09721-961670.

EVERETT S. P. SPAIN
LTC, EN
Commanding

Encl
Community Event Safety
Risk Assessment Process

DISTRIBUTION:

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COMMUNITY EVENT SAFETY RISK ASSESSMENT PROCESS

