



**Activity 2.2 – Planning a Special Event**

**Special Event:**

**Mission Statement:**

**Event Objectives** (Remember to make these SMART):

**Overall Issues and Concerns:**



**Activity 2.2 – Planning a Special Event (Continued)**

<b>Special Event:</b>	
<b>Team:</b>	
<b>Issue/Concern</b>	<b>Action Items</b>



### Hazard Profile Worksheet

**Hazard:**

**Potential magnitude (Percentage of the community that can be affected):**

**Catastrophic:** More than 50%

**Critical:** 25 to 50%

**Limited:** 10 to 25%

**Negligible:** Less than 10%

**Frequency of Occurrence:**

- **Highly likely:** Near 100% probability in next year.
- **Likely:** Between 10 and 100% probability in next year, or at least one chance in next 10 years.
- **Possible:** Between 1 and 10% probability in next year, or at least one chance in next 100 years.
- **Unlikely:** Less than 1% probability in next 100 years.

**Seasonal Pattern:**

**Areas Likely to be Affected Most:**

**Probable Duration:**

**Potential Speed of Onset (Probable amount of warning time):**

- Minimal (or no) warning.
- 6 to 12 hours warning.
- 12 to 24 hours warning.
- More than 24 hours warning.

**Existing Warning Systems:**

*Does a Vulnerability Analysis Exist?\**

Yes   
No



**Hazard Scenario Planning Worksheet**

**Hazard:**

Initial warning of the event:

Potential overall impact on the community:

Potential impact of the event on specific community sectors:

Potential consequences, such as casualties , damage, and loss of services:

The actions and resources that would be needed to deal with the situation:



### Contingency Planning Worksheet

**Hazard:**

**Potential Magnitude:**

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> <b>Catastrophic:</b> Can affect more than 50% of the jurisdiction | <input type="checkbox"/> <b>Critical:</b> Can affect between 25% and 50% of the jurisdiction | <input type="checkbox"/> <b>Limited:</b> Can affect between 10% and 20% of the jurisdiction | <input type="checkbox"/> <b>Negligible:</b> Can affect less than 10% of the jurisdiction |
|--|--|---|--|

**Elements of Contingency Plan:**

	<b>Issues to be Addressed</b>	<b>Groups to be Included</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		
<b>9</b>		
<b>10</b>		



**Checklist for Determining a Venue**

Question	Yes	No
Will staging the event require multiple venues?		
Is this kind of event normally conducted at a fixed facility?		
Will a fixed facility be used in ways that may not be considered normal for that facility?		
Is the event regularly conducted at a temporary venue?		
Is the event a “one-of-a-kind” project at a temporary venue?		
What services/utilities are available at the venue?		
Will additional services and utilities be required at the venue?		
Is there a need for backup services or utilities (i.e., redundant systems)?		
Are shelter facilities available at:		
<ul style="list-style-type: none"> <li>• Transport pickup and dropoff areas?</li> </ul>		
<ul style="list-style-type: none"> <li>• Spectator and official viewing areas?</li> </ul>		
<ul style="list-style-type: none"> <li>• Seated eating areas?</li> </ul>		
<ul style="list-style-type: none"> <li>• Pedestrian thoroughfares?</li> </ul>		
<ul style="list-style-type: none"> <li>• First aid and medical centers?</li> </ul>		
<ul style="list-style-type: none"> <li>• Competitor and officials marshaling areas?</li> </ul>		
Will the event continue during the hours of darkness?		
Have you provided for the needs of people with disabilities?		
Does the date of the event conflict with other events to be conducted in the area?		
Will seasonal weather require any special contingency planning?		



Have you surveyed the proposed site (particularly outdoor sites) for inherent hazards associated with location, and have any been identified? For example, do utility lines that could be brought down by a severe storm traverse the site? Is the site adjacent to a waterway prone to flooding?		
Is the site layout such that, in the event of a mass casualty incident, space is available for an onsite triage area to permit stabilizing medical treatment before critical patients are transported to local health care facilities?		
Is such an area accessible to ambulances to eliminate the need for carrying patients long distances?		
Does the site allow for mass decontamination considerations?		
Have site emergency evacuation considerations been addressed?		
Does the site allow for adequate crowd regulation by means of, for example, existing regimented seating areas or flow barriers?		
Are spectator overflow areas available to prevent crowd crush should spectator turnout significantly exceed expectations, a common phenomenon at rock concerts?		
In an urban setting, as is characteristic of a stadium venue, could the adjacent streets on all sides be closed to other than emergency, service, and resident vehicles, creating a perimeter for access as well as a buffer zone?		
Is a staging area for protestors available? Is it required?		

**Note:** A universal map/grid referencing system for the entire event footprint should be developed in advance for all attendees and event staff (including public safety personnel) to allow for rapid identification of event specific facilities and other locations in an emergency.



**Activity 4.3 – Addressing Special Operational Considerations**

**Event Definition:**

**What special planning area have you been assigned for this activity?**

**What special operational considerations are associated with the planning area?**

**What tools and checklists can you use to help you plan this area?**

**What strategies can you use to help you plan this area?**

***Use your Special Event Contingency Planning Job Aid Manual and your Student Manual to help you plan.***



### **Planning Questions**

The following questions will help event planners develop an organizational structure to meet the management needs of the planned event:

<b>Question</b>	<b>Yes</b>	<b>No</b>
Does the event involve a single agency or multiple agencies?		
Does the event involve a single jurisdiction or multiple jurisdictions?		
What Command Staff needs exist?	N/A	N/A
What kind, type, and amount of resources are required by the event?	N/A	N/A
Are aviation operations projected?		
Are there any Staging Areas or other required facilities?		
What kind and type of logistical support needs are required by the event?	N/A	N/A
Are there any known limitations or restrictions of local resources?		
What kind and type of communications resources are available?	N/A	N/A



**Exercise 5.3 - Incident Command System Section Planning Worksheet**

What Section Were You Assigned?

What Are Your Section Objectives?

What Are the Issues Your Section Needs to Address?

What Are the Tasks Your Section Needs to Complete to Address the Issues?

What Coordination is Required With Other Sections?



### Activity 6.1 – Addressing High Risk Events

<b>Event Definition:</b>
<b>Are there any high-risk events associated with this special event?</b> High-risk event:  Mitigation actions:
High-risk event:  Mitigation actions:
High-risk event:  Mitigation actions:
<b>What is the probability of any spontaneous events occurring during this special event?</b> Spontaneous event: Probability: Contingency actions:
Spontaneous event: Probability: Contingency actions:
Spontaneous event: Probability: Contingency actions: