



MGT 335: Event Security Planning for Public Safety Professionals

Non-Procedure Participant Guide

October 2008



FEMA

Rural Domestic Preparedness Consortium



The **Rural Domestic Preparedness Consortium (RDPC)** was established by Congress and the U.S. Department of Homeland Security (DHS) to develop and deliver relevant all-hazards training in support of rural homeland security requirements. All training delivered by the RDPC is certified by DHS and offered tuition-free to the nation's emergency response community and associated stakeholders. Visit www.ruraltraining.org to view the course catalog and training schedule or call 859-622-8994 for more information



Eastern Kentucky University/Rural Domestic Preparedness Training Center (EKU) is a regional comprehensive university that enrolls over 16,000 undergraduate and graduate students. The College of Justice & Safety is ECU's Program of Distinction. The College, one of five within the university, has 45 full-time faculty and approximately 1,600 students. The College houses the International Justice & Safety Institute, the Kentucky Center for School Safety, the Justice & Safety Center, and the Training Resource Center, in addition to three academic departments that award degrees in assets protection/security, corrections/juvenile justice, criminal justice, emergency medical care, fire safety, loss prevention and safety, police studies, and homeland security.

This program was supported by Cooperative Agreement Number 2004-GT-T4-K007, administered by the U.S. Department of Homeland Security, Training and Exercise Integration. Points of view or opinions in this program are those of the author(s) and do not represent the position or policies of the U.S. Department of Homeland Security.



Event Security Planning for Public Safety Professionals

AGENDA

DAY 1

8:00 am – 9:00 am	Introduction, Administration and Pre-Test
9:00 am – 10:00 am	Module 1: Relationship between Event Planning and Security
10:00 am – 11:00 am	Module 2: Intelligence Planning
11:00 am – 12:15 pm	Module 3: Developing and Using Risk Assessments (RA)
12:15 pm – 1:00 pm	Lunch
1:00 pm – 2:30 pm	Module 4: Law Enforcement (LE) Activities Associated With Event Planning
2:30 pm – 3:30 pm	Module 5: Planning for Command, Control and Communications (C3)
3:30 pm – 4:30 pm	Module 6: Planning for Staffing Needs and Other Resources
4:30 pm – 5:00 pm	Review

DAY 2

8:00 am – 9:00 am	Module 7: Incident Management Planning
9:00 am – 10:00 am	Module 8: Role of Public Information and Media Relations In Security Planning
10:00 am – 11:00 am	Module 9: Developing the Security Plan and Briefing
11:00 am – 12:15 pm	Module 10: End of Course Practical Exercise
12:15 pm – 1:00 pm	Lunch
1:00 pm – 3:30 pm	Module 10: End of Course Practical Exercise (Continued)
3:30 pm – 4:30 pm	Post Test and Course Evaluation
4:30 pm – 4:45 pm	Conclusion and Adjourn



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Event Security Planning for Public Safety Professionals- Introduction

The Event Security Planning for Public Safety Professionals course is designed to educate all small and rural community public safety personnel as well as local officials concerning security concerns and considerations involved with planning any event.

Event security planning is a critical part of successful event planning. This is a planning and management course designed to introduce basic principles and skills associated with planning security for events in small communities and rural areas.

Designed as a planning level course; it does not provide operational training regarding security at planned events. This course enables participants to recognize and plan adequate strategies and security measures to prevent or mitigate security incidents related to planned events. The course reinforces the importance and magnitude of security planning required to execute a safe and effective event regardless of the size of the event.

Advance planning considerations for security should be built into overall planning and management of events. Bringing together security planners from various agencies and departments will reinforce the benefits of cross-discipline collaboration in advance planning for security of planned events. Policy makers and event planners who attend the course will recognize the benefit of including all involved agencies and personnel on event planning teams.

The following key elements serve as the basis for the course:

- Review of the National Incident Management System (NIMS), and the Incident Command System (ICS) and their relationship to security planning and management;
- description and examples of events and venues; high-risk activities with security considerations; potential security incidents/hazards/exposures; and consequences to those incidents;
- guiding principles for event security;
- fundamentals of risk assessment (risk, threat, and vulnerability assessments);
- key components of event security planning: (examples: Memorandums of Agreement (MOAs), emergency action plan (EAP), resource requirements, communications);
- role of actionable security intelligence;
- decision-based video scenarios to plan for potential “security” incidents/planned and unplanned security hazards/exposures (examples: fire safety incidents, hazardous materials spills/incidents, food safety incidents);
- event planning exercise;
- pre-incident planning; and
- job aid (decision-making sync-matrix/software).

This course supports the strategic goals of *Homeland Security Presidential Directive-8 National Preparedness*, National Preparedness Goal, and the Target Capabilities List in the areas of planning, interoperable communications, information sharing & collaboration, risk analysis, critical infrastructure protection, on-site incident management, public safety and security, citizens’ protection, and emergency public information and warning.



Course Introduction - Administration Page

Duration

This module is 1 hour in duration.

Scope Statement

This lesson provides a review of the course pre-requisites and an overview of the course goals and objectives and explains the applicability of the course to the target audience. It provides the first opportunity for the faculty and students to introduce themselves to each other. The students will complete all administrative requirements as well as a course pre-test to assess knowledge and experience.

Terminal Learning Objectives (TLO)

Students will be able to identify and articulate the course purpose, goals, and objectives and recognize the applicability of event security planning as it relates to event planning at their home station.

Enabling Learning Objectives (ELO)

- Define the course purpose, goals and objectives.
- Recognize the applicability of event security planning; explain usefulness of course as it would relate to current job.
- Describe the individual evaluation strategy and successful course completion requirements.
- Recall ICS/NIMS pre-requisite information and relate to course objectives and goals.

Resources

- Participant guide
- Course pre-test

Instructor to Participant Ratio

Preferred instructor to student ratio is 1:20-30

Reference List

Connors, Edward (2006). Planning and Managing Security for Major Special Events: Guidelines for Law Enforcement. Institute for Law and Justice for Office of Community Oriented Policing Services, US Department of Justice.

Practical Exercise (PE) Statement

Students will be administered a course pre-test to gauge level of knowledge prior to start of course.

Assessment Strategy

- Course pre-test
- Instructor facilitated verbal review of module material



Event Security Planning for Public Safety Professionals

Icon Map



Knowledge Check: Used when it is time to assess the learners' understanding.



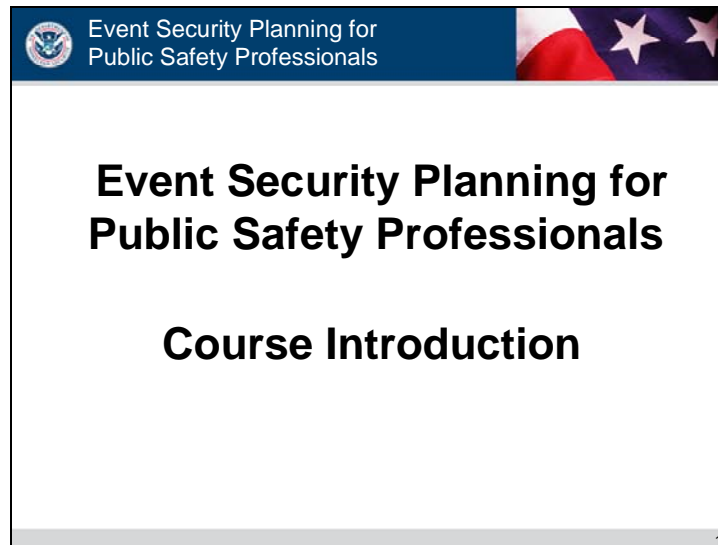
Example: Used when there is a descriptive illustration to show or explain.



Key Points: Used to convey essential learning concepts, discussions, and introduction of supplemental material.



Hint: Used to cover administrative items or instructional tips that aid in the flow of the instruction.



Slide 1: Cover Slide for Course Introduction

- Welcome to the “Event Security Planning for Public Safety Professionals” course. This course is designed for public safety personnel as well as emergency management and local officials who serve small and rural communities.
- This is a two day, 16-hour course designed to help participants understand the components used in planning for security for planned events which are conducted in small or rural communities.
- In this first block we will cover the administrative items associated with the course, the instructor’s expectations and philosophy followed by the course structure and overview.
- This block will then conclude with a pre-test that is administered to gauge the level of knowledge each participant has concerning the course content.



Event Security Planning for
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Learning Objectives

- Define the course purpose and objectives
- Describe individual evaluation strategy and successful course completion requirements
- Recall ICS/NIMS prerequisite information and relate to course objectives and goals
- Recognize the applicability of event security planning and usefulness at current job

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Slide 2: Learning Objectives



Listed on this slide are the learning objectives for this block. Once this module is complete you should be able to:

- Define the course purpose and objectives;
- describe individual evaluation strategy and successful course completion requirements
- recall ICS/NIMS pre-requisite information and relate it to course objectives and goals
- recognize the applicability of event security planning and usefulness at your current job.



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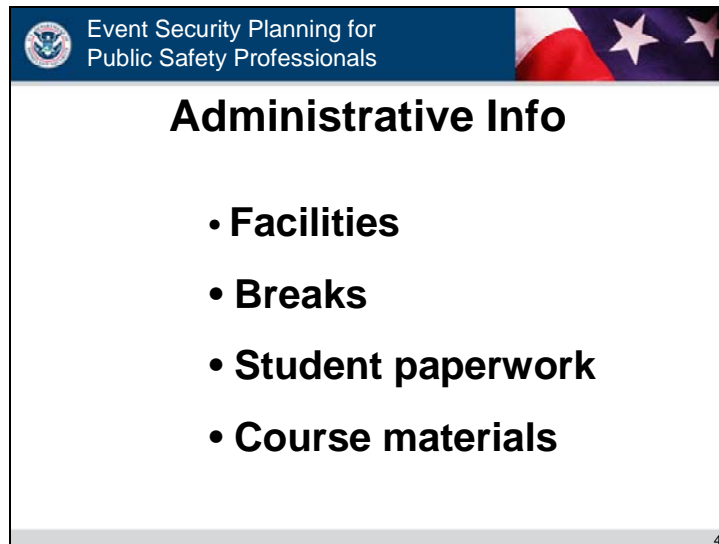
Introductions

- Name
- Agency and position held
- Previous experience planning security for planned events

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Slide 3: Introductions

- 🔑 Before getting into the course, the instructor would like to have an idea of what experience each participant brings to the course. Each participant should introduce themselves using the guidelines listed on slide three.

A presentation slide with a blue header containing the U.S. Department of Homeland Security logo and the text "Event Security Planning for Public Safety Professionals". To the right of the header is a small image of the American flag. The main content area is white and contains the title "Administrative Info" and a bulleted list of four items: "Facilities", "Breaks", "Student paperwork", and "Course materials". A small number "4" is in the bottom right corner of the slide frame.

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Administrative Info

- Facilities
- Breaks
- Student paperwork
- Course materials

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Slide 4: Administrative Information

The instructor will go over these items and any others pertinent to the administrative execution of the course.



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Public Safety Professionals

Instructor Philosophy and Expectations

- “Experiential Learning”
- Share your knowledge and experiences
- Be an active participant
- Be open to new ideas and information
- Be respectful of others

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Slide 5: Instructor Philosophy

- Key elements of the course are listed here. The basis of this course is to share ideas, experiences, and concepts with each other as the experience level in this course is varied.
- Participants are encouraged to be active during discussions. This will bring more experience to bear on the material being discussed and part of the evaluation strategy is based on the individual student’s participation in the course.
- There is a wealth of information and experience within this classroom that can be shared with other students to help amplify the course material and bring real world experience to this classroom.



Event Security Planning for
Public Safety Professionals


Course Scope/Overview

Event Security Planning is a critical part of successful event planning. This is a planning and management course designed to introduce basic principles and skills associated with planning security for planned events in small communities and rural areas.

- - Not field-level security operations for planned events
- - Strategies to prevent/mitigate security incidents
- - Reinforce importance and magnitude of security planning for events

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Slide 6: Course Overview

- The overview and scope of this course is to ensure the participants understand that event security planning is a critical part of successful event planning. This is a planning and management course designed to introduce basic principles and skills associated with planning security for planned events in small communities and rural areas.
-  This course does not provide field-level instruction about security operations; it is designed as a planning-level course. This course enables participants to recognize and plan adequate strategies and security measures to prevent or mitigate security incidents related to planned events. This course reinforces the importance of security planning required to execute a safe and effective event.



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Evaluation Strategy

- **Pre-Test**
- **Classroom Participation**
- **End of Course Exercise**
- **Post-Test**

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Slide 7: Evaluation Strategy



- Each DHS course requires a pre- and post-test as a means of measuring the effectiveness of training. After the course introduction is complete each participant will take a pre-test. There is no pass/fail or grading for the pre-test, it is merely an experience assessment tool regarding the material we will discuss during this course.
- Classroom participation is evaluated by the instructor(s) throughout the course and they will assess your participation in the classroom during discussions as well as how you interact with other students during discussion and exercises.
- The end-of-course exercise is another class participation evaluation tool. In the exercise students will break into groups to develop a security plan surrounding a given scenario and will present a security briefing based on their plan.
- At the end of the course each student will be required to take the post-test. In order to complete all course requirements and receive a course completion certificate, students must score a 70% or better on the post-test. Should remediation be necessary, the instructor will provide additional instruction in any problem areas, and the student will be allowed to take the test again.



Event Security Planning for
Public Safety Professionals

Course Overview

MODULE 1: Relationship Between Event Planning and Security Planning

TLO: 1) Students will be able to outline the components of planned events and security planning and the inter-relationship of each and 2) Identify and explain the roles and responsibilities of the event security planner and the security committee's role in the successful execution of a planned event.

MODULE 2: Intelligence Planning

TLO: Students will be able to describe the basic concepts of intelligence, assess their organization's intelligence capability, and identify resources available to prevent and monitor criminal activity.

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Slide 8: Course Overview

This slide and the four subsequent slides will discuss the course outline. The title of each module and the Terminal Learning Objective (TLO) of each module are included.

- Module One will provide students an overview and working knowledge of event planning and the relationship and importance of security planning for events/events with associated risks. Discussion will include the roles and responsibilities of the security planner and the role of security as an integral part of the event planning committee.
- Module Two offers an overview of “intelligence” as a mechanism to prevent/mitigate security incidents at planned events. It presents some basic concepts of intelligence with particular emphasis on the importance of gathering and assessing intelligence to support efforts to anticipate, identify, prevent/mitigate, and monitor criminal activity.



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Course Overview

MODULE 3: Developing and Using Risk Assessments

TLO: Students will be able to identify realistic threats, vulnerabilities, and impacts facing special events and use risk assessment as a means to plan for the prevention/mitigation and management of risks.

MODULE 4: Law Enforcement Activities Associated with Event Security Planning

TLO: 4-1. Students will be able to differentiate between routine law enforcement activities and the special considerations required of those same activities during planned events.

4-2. Students will be able to give examples of how plans for routine law enforcement activities have to be modified to ensure safety and security during planned events.

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Slide 9: Course Overview

- Module Three emphasizes the importance of risk assessment in event planning. It provides a brief introduction to calculating risk. With a focus on risk management and priority planning, the module addresses identification of low to critical levels of threats, vulnerabilities, and impacts.
- Module Four will provide information on routine law enforcement activities which serve as the foundation for developing an event security plan. Discussion will include routine planning considerations as well as special security considerations for law enforcement activities conducted during planned events, such as managing demonstrations, access control and credentialing, infrastructure security, and traffic/transportation.



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Course Overview

MODULE 5: Planning for Command, Control and Communications (C3)

TLO: Students will be able to explain the importance of C3 planning and give examples of the special considerations required when developing a command, control and communications plan for security during planned events

MODULE 6: Planning for Staffing Needs and Other Resources

TLO: Students will be able to assess the personnel, supplies, equipment and other resources needed to staff and enhance the security posture at planned events/planned events with associated risks.

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Slide 10: Course Overview

- Module Five will stress the importance of Command, Control and Communications (C3) as it relates to event security planning. Areas to be discussed are communications protocols and interoperability, planning and organizing a command and control system for planned events, as well as the considerations for developing an effective communications plan.
- Module Six explores the requirements for law enforcement (LE) services at events/events with associated risks. It includes planning considerations for routine as well as special law enforcement services at planned events. The focus of the module is on the acquisition of additional manpower and equipment from internal and external sources (e.g., private security, hotel security, volunteers in police service, specialty security services, etc.).



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Course Overview

MODULE 7: Planning for Incident Management

TLO: Students will be able to illustrate the need and importance for planning incident management in support of planned events. Be able to identify the security considerations in the planning process for incident management.

MODULE 8: Role of Public Information and Media Relations in Security Planning

TLO: Students will be able to state the role and functions of public information and media relations for planned events.

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Slide 11: Course Overview

- Module Seven will discuss the importance of planning to prevent or mitigate the impact of an incident related to planned events. Discussion will focus on 2-3 types of specific incidents which allow the students to grasp security planning considerations for incident management. The module will address ICS structure and operational concepts as related to security planning for local events.
- Module Eight addresses the role of public information and media relations in security planning for an event. It emphasizes the importance of disseminating security information and general law enforcement information about the event.



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Course Overview

MODULE 9: Developing the Security Plan and Briefing

TLO: Students will be able to write a security plan and prepare briefing materials to conduct a briefing internally to other LE professionals as well as to the overall event planner or the event committee.

MODULE 10: End-Of-Course Practical Exercise

TLO: 10-1. Given an event scenario, students acting as a security committee will be able to analyze current situational and security requirements in order to formulate a tailored event security plan

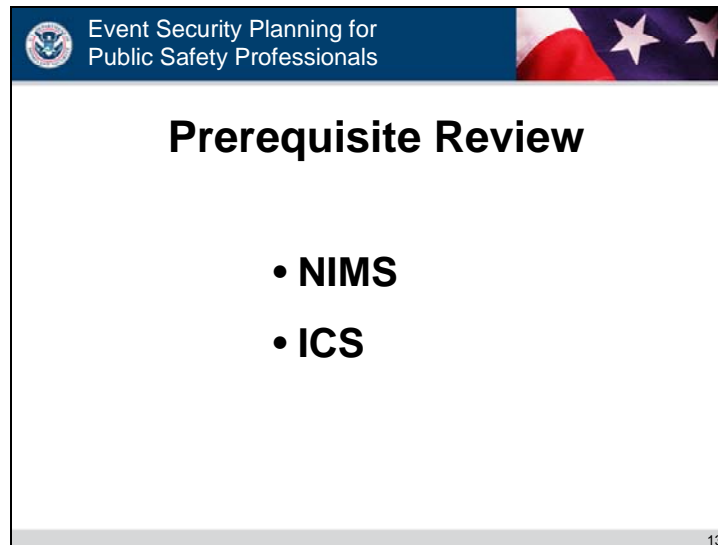
10-2. Students will be able to prepare and present an event security briefing using appropriate briefing techniques while providing the appropriate level of detail required of an event security plan.

Post-Test and Course Evaluation !!

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Slide 12: Course Overview

- Module Nine focuses on developing and presenting a written security plan. The security brief is an important tool for orienting others to the security considerations of any event and discussion will center around items which should be included in an event security plan and techniques in presenting that security plan.
- Module Ten's End-of-Course Practical Exercise (PE) will have students operating as planning teams/cells which will allow them to exercise and apply the information presented in the previous nine modules. Students will develop a security plan surrounding a given scenario and present a security briefing based on their plan.
- The course will conclude with each student completing the post-test exam, and filling out a course evaluation form to provide perspective on what went well with the course and to identify those items concerning the course material and delivery of the course which could be improved.



Slide 13: Prerequisites

- ✓ As a course prerequisite participants were informed that they should review the course materials posted on the RDPC web site (www.ruraltraining.org) concerning NIMS and ICS and how they relate to event security planning.

➔ Excerpts of the web site information are included below:

The NIMS is a core set of doctrines, concepts, principles, terminology, and organizational processes. It is not an operational incident management or resource allocation plan. The NIMS represents a standardized approach to institutionalize proven incident management practices.

The six major components of the NIMS are as follows:

Command and Management
Preparedness
Resource Management
Communications and Information Management
Supporting Technologies
Ongoing Management and Maintenance



NIMS and Event Planning

NIMS and event planning are closely intertwined but are not identical.

The two endeavors have various differences and similarities.

Differences between NIMS and event planning are as follows:

- (NIMS) National system vs. localized plan
- (NIMS) Applies universally vs. applies to event needs
- (NIMS) Tasks individual departments versus tasks functions
- (NIMS) All hazard vs. event type driven
- (NIMS) Not time constrained versus defined operational period

There are also several important similarities between NIMS and event planning.

For example, both:

- Define roles and responsibilities
- Are interdisciplinary
- Set primary and support partnerships
- Resolve legal issues
- Describe an organizational structure
- Involve command, resource, and information management
- Recognize qualifications and certifications
- Set protocols for interoperable communications



➡ Excerpts of the web site information concerning ICS are included below:

- The Incident Command System is a standard, on-scene, all-hazards incident management system. It is both interdisciplinary and flexible, and it features standard organizational components based on a proven set of concepts and principles. In addition, it is limitlessly scalable.
- During an event, a problem incident might require management by an incident commander, who would employ the principles of ICS to respond to it. The incident commander might authorize emergency responders to implement their own command structure or might call on the resources of the event command structure.

ICS can help event planners with the following:

Basic management of event resources

Multi-agency organization

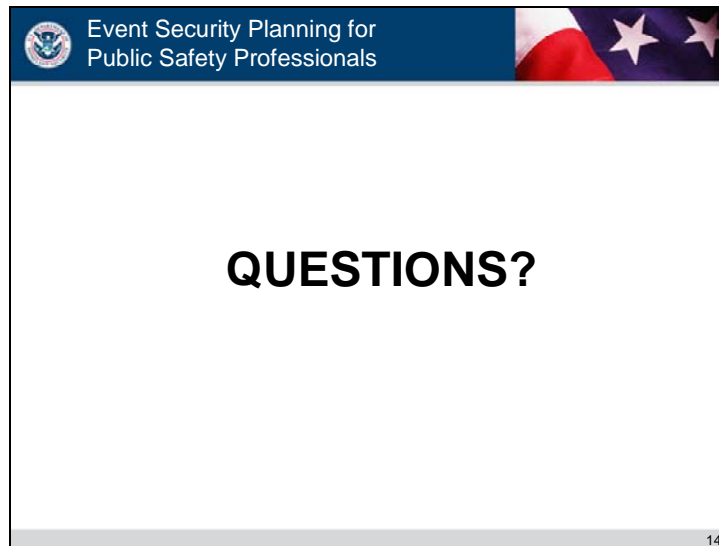
Delegation of authority

Command and control

Interoperable communications

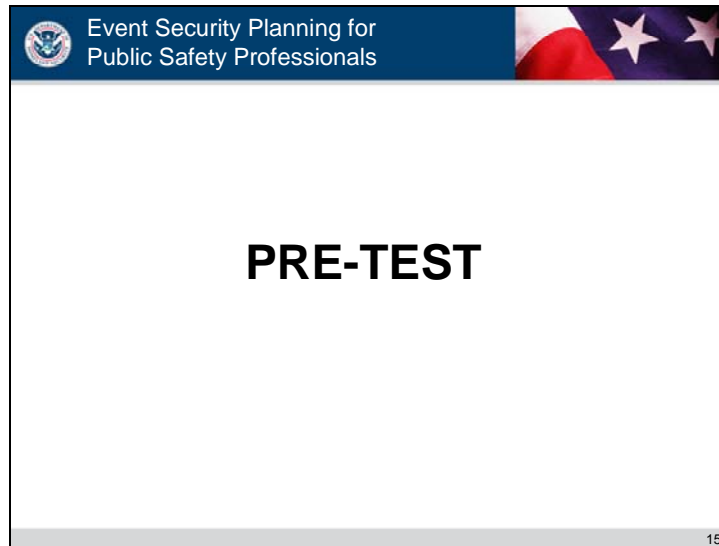
Consolidated action plans

- ICS features five main functional components: command, planning, operations, logistics, and finance and administration. In addition, it is built on the following concepts and principles:
 - Common terminology
 - Modular organization
 - Integrated communications
 - Consolidated action plans
 - Manageable span of control
 - Unified command



Slide 14: Questions

Do you have any questions at this time?



Slide 15: Pre-test



- This test is a 20-question multiple-choice test which asks questions concerning the material that will be covered in the course.
- There is no pass/fail. This test is only used as an assessment tool to understand the knowledge level of the participants prior to any instruction of course material.



Event Security Planning for Public Safety Professionals

COURSE ACRONYM LISTING



Acronym List for Event Security Planning Course

ASIS	American Society for Industrial Security
CMD	Command
C2	Command and Control
C3	Command, Control and Communication
De- Mob	De-Mobilization
DHS	Department of Homeland Security
EAP	Emergency Action Plan
ELO	Enabling Learning Objective
EMS	Emergency Medical Services
EXSUM	Executive Summary
FEMA	Federal Emergency Management Agency
HSPD-8	Homeland Security Presidential Directive -8
ICS	Incident Command System
IT	Information Technology
JTTF	Joint Terrorism Task Force
LE	Law Enforcement
MAA	Mutual Aid Agreement
MOA	Memorandum of Agreement



Acronym List for Event Security Planning Course

MOU	Memorandum of Understanding
NIMS	National Incident Management System
OPS	Operations
OPSEC	Operations Security
PCSE	Politically Charged Special Event
PE	Practical Exercise
PIO	Public Information Officer
POI	Program of Instruction
R=T x V x I	Risk=Threat x Vulnerabilities x Impacts
RA	Risk Assessment
SME	Subject Matter Expert
SOP	Standard Operating Procedure
SWAT	Special Weapons and Tactics
TCL	Target Capabilities List
TLO	Terminal Learning Objective
VIP	Very Important Person
3P's	Pity, Praise, Pledge