



### I. WELCOME AND INTRODUCTIONS

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#### OBJECTIVES

At the end of this unit, you should be able to:

- State the purpose of the course.
- Define a special event.
- Identify several examples of special events.
- List the criteria for identifying a special event.

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#### SCOPE

The scope of this unit includes:

- Course Introduction
- Participant Introductions
- What is a Special Event?
- Activity — My Special Events

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#### ADDITIONAL INFORMATION

Information about this material is available by contacting:

FEMA Independent Study Program  
Emergency Management Institute  
National Emergency Training Center  
16825 South Seton Avenue  
Emmitsburg, MD 21727



## COURSE INTRODUCTION

Welcome to the Special Events Contingency Planning course. The course material is reviewed over 2 complete days. There are seven lessons/units within this course, with practice exercises in which you will participate. The Job Aids Manual should be used as a reference throughout the course as noted.

### Course Introduction

- **Special Events Contingency Planning – FEMA Course IS-15**
- **Class time is 2 days**
- **Course is broken into seven lessons**
- **Practice exercises throughout**
- **Job Aids Manual references**

Visual 1.1



YOUR NOTES:



### COURSE INTRODUCTION (CONT.)

#### COURSE PURPOSE

This course includes information about planning a safe and successful special event. This course covers several topics that you are probably familiar with, but it also covers some topics that you may not have considered — or may not have considered from the perspective presented in this course. You will also learn from others' experiences and, therefore, can expect to leave the course with some realistic ways to address planning for your specific special events.

### Course Purpose

**This course provides:**

- Guidelines regarding contingency planning for special events
- Instruction for how to use the Incident Command System (ICS) to manage special events

Visual 1.2



YOUR NOTES:



## COURSE INTRODUCTION (CONT.)

### COURSE GOAL

The course goal is to provide community, local, state, and federal event planners with a systematic approach to contingency planning for special events.

### Course Goal

- To provide community, local, state, and federal event planners with a systematic approach to contingency planning for special events.



Visual 1.3



YOUR NOTES:



### COURSE INTRODUCTION (CONT.)

#### COURSE OBJECTIVES

This course focuses on the steps required for planning a special event. Expectations for the course are related to the following course objectives. At the end of this course, you should be able to:

- Define a special event.
- Identify strategies for successfully planning a special event.
- Identify the hazards and associated risks that jurisdictions must address when planning for any event.
- Identify critical operational considerations associated with a special event.

### Course Objectives

- Define a special event.
- Identify strategies for successfully planning a special event.
- Identify the hazards and associated risks that jurisdictions must address when planning for any event.
- Identify critical operational considerations associated with a special event.

Visual 1.4



YOUR NOTES:



## COURSE INTRODUCTION (CONT.)

### COURSE OBJECTIVES (CONT.)

In addition, you should be able to:

- Identify the advantages of using ICS during a special event.
- Determine when specific types of events require special planning considerations.

### Course Objectives (cont.)

- Identify the advantages of using ICS during a special event.
- Determine when specific types of events require special planning considerations.

Visual 1.5



YOUR NOTES:



### COURSE AGENDA

#### DAILY AGENDA

The course units and the time associated with each unit are as follows:

- Unit 1 Course Introduction — 1 hour 30 minutes
- Unit 2 Pre-Event Planning — 1 hour 45 minutes
- Unit 3 Risks and Hazards to Consider — 2 hours
- Unit 4 Special Operational Considerations — 3 hours 30 minutes
- Unit 5 Using Incident Command System to Manage Special Events — 1 hour 45 minutes
- Unit 6 Planning Considerations for Specific Events — 1 hour 30 minutes
- Unit 7 Course Summary — 1 hour 30 minutes

During the course, you will work in small groups to complete activities that require you to plan a special event together. The activities build on each other, and it is important that you complete each activity before moving to the next.

Review the Course Schedule on the following page of your Student Manual. Times are allowed during the day for lunch and breaks. The instructor will review these with you and provide emergency procedures, food and drink rules, and the location of restrooms, telephones, and eating areas within your training facility.

### Course Agenda

- Unit schedule
- Break schedule
- Facility overview
  - Restrooms
  - Telephones
  - Eating facilities
  - Classroom rules
  - Emergency procedures

Visual 1.6



YOUR NOTES:



**COURSE SCHEDULE**

TIME	DAY 1	DAY 2
8:00	Unit 1: Course Introduction	Unit 4: Special Operational Considerations (cont.)
8:15		
8:30		
8:45		
9:00	Break	Break
9:15	Unit 1: Course Introduction (cont.)	Unit 4: Special Operational Considerations (cont.)
9:30		
9:45	Unit 2: Pre-Event Planning	
10:00		
10:15	Break	Break
10:30	Unit 2: Pre-Event Planning (cont.)	Unit 5: Using ICS to Manage Special Events
10:45		
11:00		
11:15		
11:30		
11:45	Lunch	Lunch
12:00		
12:15		
12:30		
12:45	Unit 3: Risks and Hazards to Consider	Unit 5: Using ICS to Manage Special Events (cont.)
1:00		
1:15		Unit 6: Planning Considerations for Specific Events
1:30		
1:45		
2:00	Break	Break
2:15	Unit 3: Risks and Hazards to Consider (cont.)	Unit 6: Planning Considerations for Specific Events (cont.)
2:30		
2:45		
3:00	Unit 4: Special Operational Considerations	Unit 7: Course Summary
3:15		
3:30	Break	Break
3:45	Unit 4: Special Operational Considerations (cont.)	Unit 7: Course Summary (cont.)
4:00		
4:15		
4:30		
4:45	Adjourn	Adjourn



### COURSE MATERIALS

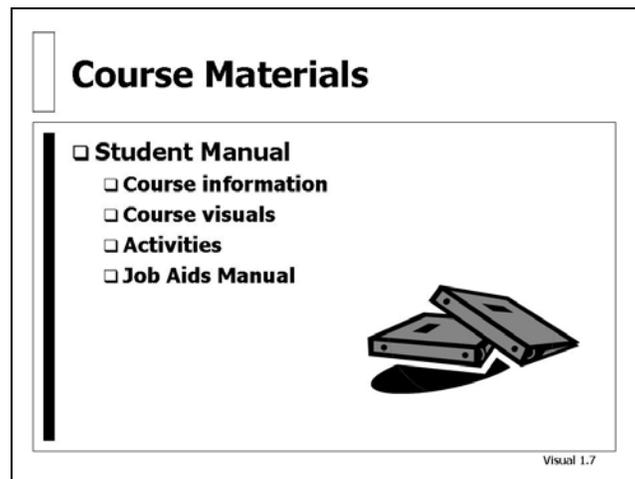
#### COURSE MATERIALS

The Student Manual will be used throughout the course. Please follow along in your manuals as the content is reviewed in class.

The Student Manual contains:

- All of the information that is presented in the course
- Copies of visuals
- Unit activities
- Job aids for use during the course and as a reference during future special event contingency planning

Feel free to take notes in your Student Manual so that it will be more useful to you after class.



YOUR NOTES:



## PARTICIPANT INTRODUCTIONS

### PARTICIPANT INTRODUCTIONS

Now it is time to introduce yourself and briefly identify your organization, position, experience, and role in special events planning. Share with the rest of the class what you expect from this course.

### Participant Introductions

- Participant introductions
  - Name
  - Job
  - Experience with special events
  - What do you expect to get from this course?



Visual 1.8



YOUR NOTES:



### ACTIVITY 1.1: SPECIAL EVENT OR NOT?

#### Instructions:

The purpose of this activity is to see if we can agree on what a special event is.

1. Listen to the activities, one by one (see the list of activities below).
2. For each scenario the instructor lists, raise your hand if it is a special event.
3. Respond to the instructor's question, "What makes this a special event?"

#### Scenarios:

- Weekly College Football Game
- The Super Bowl
- Local Community Oktoberfest
- Presidential Inauguration
- Charity Bike Ride with Limited Participation

### Activity 1.1

- Special event or not?**
  - Weekly college football game**
  - The Super Bowl**
  - Local Community Oktoberfest**
  - Presidential Inauguration**
  - Charity bike ride with limited participation**

Visual 1.9



## WHAT IS A SPECIAL EVENT?

A special event is a nonroutine activity within a community that brings together a large number of people, and has specific characteristics. A special event:

- Is non-routine.
- Places a strain on community resources.
- May involve a large number of people.
- Requires special permits or additional planning, preparation, and mitigation.

Each community has laws, ordinances, and permitting requirements that may be different. You should check your community's special event and mass gathering laws and permitting process for specific information.

### What is a Special Event?

**A special event is a non-routine activity within a community that brings together a large number of people.**



Visual 1.10



YOUR NOTES:



### WHAT IS A SPECIAL EVENT? (CONT.)

The following are examples of special event types:

Carnivals, fairs, firework displays, parades, air events, aquatic events, motor events, concerts, conventions, festivals, political rallies, and sporting events.

#### What is a Special Event?

- A special event:**
  - Nonroutine**
  - Places a strain on community resources**
  - May involve a large number of people**
  - Requires special permits or additional planning, preparation, and mitigation**



Visual 1.11



YOUR NOTES:



### ACTIVITY 1.2: MY SPECIAL EVENTS

#### Instructions:

The purpose of this activity is to discuss types of special events that you have attended. This will be a group discussion.

1. Spend a few minutes brainstorming some of the special events that you have attended in your community in the past five years (e.g., parades, festivals, political functions).
2. Rate the overall success or failure of the management of these events. What weaknesses occurred in the process of planning, staging, and/or demobilization that you experienced?

#### Activity 1.2

- List some special events that you have attended in your community in the past five years
- Discuss the overall success or failure based on the management of these events
- Identify weaknesses in the planning, staging, and demobilization

Visual 1.12



**UNIT SUMMARY**

Discuss any questions you have about special events with the instructor and class.

**Definition of Special Event**

Questions?



Visual 1.13



**YOUR NOTES:**