



VI. PLANNING CONSIDERATIONS FOR SPECIFIC EVENTS

Total Time: 1 hour 30 minutes

	OBJECTIVES	At the end of this unit, the participants should be able to: <ul style="list-style-type: none">• Identify events that are high risk.• Identify the special planning considerations for different types of high-risk events.• Identify incidents of national significance.
	SCOPE	The scope of this unit includes: <ul style="list-style-type: none">• Unit Overview• High-Risk Events• Spontaneous Events• Events Involving Pre-Teen and Early Teen Audiences• Incidents of National Significance• Activity – Addressing High-Risk Events• Unit Summary
	METHODOLOGY	The Instructor will begin with introducing special planning considerations that are required when hosting high-risk special events, then reviewing different types of events planners may encounter. Throughout the course there is a series of activities that build upon each other, allowing participants to practice what they have learned by evaluating and planning a specific special event from start to finish. This unit will conclude with an activity where participants identify high-risk activities in their event, and evaluate the probability of various spontaneous events developing.



	<p>TIME PLAN</p>	<p>The following time plan is suggested for this unit. Be prepared to adjust the time plan to fit the needs of the class.</p> <table border="0"> <thead> <tr> <th style="text-align: left;">Topic</th> <th style="text-align: right;">Time</th> </tr> </thead> <tbody> <tr> <td>Unit Overview</td> <td style="text-align: right;">5 minutes</td> </tr> <tr> <td>High-Risk Events</td> <td style="text-align: right;">30 minutes</td> </tr> <tr> <td>Spontaneous Events</td> <td style="text-align: right;">10 minutes</td> </tr> <tr> <td>Events Involving Pre-Teen and Early Teen Audiences</td> <td style="text-align: right;">5 minutes</td> </tr> <tr> <td>Incidents of National Significance</td> <td style="text-align: right;">10 minutes</td> </tr> <tr> <td>Activity – Addressing High-Risk Events</td> <td style="text-align: right;">25 minutes</td> </tr> <tr> <td>Unit Summary</td> <td style="text-align: right;">5 minutes</td> </tr> <tr> <td style="text-align: right;">Total Time</td> <td style="text-align: right;">1 hour 30 minutes</td> </tr> </tbody> </table>	Topic	Time	Unit Overview	5 minutes	High-Risk Events	30 minutes	Spontaneous Events	10 minutes	Events Involving Pre-Teen and Early Teen Audiences	5 minutes	Incidents of National Significance	10 minutes	Activity – Addressing High-Risk Events	25 minutes	Unit Summary	5 minutes	Total Time	1 hour 30 minutes
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	<p>ADDITIONAL INFORMATION</p>	<p>Information about this material is available by contacting:</p> <p>FEMA Independent Study Program Emergency Management Institute National Emergency Training Center 16825 South Seton Avenue Emmitsburg, MD 21727</p>																		



UNIT OVERVIEW



REVIEW TOPICS

Referring to Visual 6.1, give an overview of the unit, explaining that they will be learning about special planning considerations that are required when hosting high-risk special events. Explain that this unit provides examples of high-risk events and suggests ways to prepare for emergencies that may occur during these events.



VISUAL 6.1

Unit 6 Overview

This unit describes:

- Special planning considerations that are required when hosting high-risk special events**
- Examples of high-risk events and ways to prepare for emergencies that may occur**

Visual 6.1



REVIEW OBJECTIVES

Review the unit objectives with the participants. Explain that at the end of this unit, participants should be able to:

- Identify events that are high risk.
- Identify the special planning considerations for different types of high-risk events.
- Identify incidents of national significance.



VISUAL 6.2

Unit Objectives

At the conclusion of this unit, participants will be able to:

- Identify events that are high risk**
- Identify the special planning considerations for high-risk events**
- Identify incidents of national significance**

Visual 6.2



INTRODUCE TOPIC

HIGH-RISK EVENTS

Give an overview of high-risk events to the participants. Explain that some events pose more risk than others and may require special planning well in advance of the event.

Tell participants that promoters and sponsors are generally aware of the types of risk involved with the event. Emphasize that planners should work with the promoter or sponsor to ensure that the jurisdiction is prepared to respond appropriately to the hazards presented by the event.

Explain that next you will be reviewing the specific types of events that pose a high risk.



VISUAL 6.3

High-Risk Events

- Some events pose more risk and may require special planning
- Planners should work with the promoter or sponsor to ensure that they are prepared to respond appropriately

Visual 6.3



DISCUSS AQUATIC EVENTS

Explain that aquatic events, particularly those involving motorized watercraft, require careful planning. Areas that planners must consider carefully include:

- Medical support for participants
- Setup of spectator areas



VISUAL 6.4

Aquatic Events

Aquatic events, particularly those involving motorized watercraft, require careful planning to include:

- Medical support for participants
- Setup of spectator areas



Visual 6.4



REVIEW POWER BOAT RACES

When hosting power boat races, you should ensure that a designated medical response boat is available in the water at all times when boats are operating. The boat should include trained medical personnel and be equipped with a spinal board and resuscitation equipment. The medical boat should also be linked by two-way radio to the rescue boats and onshore medical personnel.

Emphasize that a rescue boat should always be available, with experienced divers who are trained to remove personnel trapped underwater.

Point out that landing locations appropriate for the transfer of patients from boats to ambulances should be identified in advance.



VISUAL 6.5

Power Boat Races

- A medical response boat must be available at all times, to include:**
 - Trained medical personnel and spinal board**
 - Two-way radio to the rescue boats and onshore medical personnel**
 - Experienced divers trained to remove personnel trapped underwater**
- Locations for transfer of patients from boats to ambulances should be identified in advance**

Visual 6.5



CONTINUE REVIEWING POWER BOAT RACES

Explain that spectators will be permitted to line piers and breakwaters along areas of deep waters, and that planners should create a physical barrier or mark a line to warn spectators away from the edges fronting deep water.

Point out that it is also a good idea to have a dedicated boat to patrol the shore adjacent to the spectator area. The boat should be equipped with a loudspeaker to warn spectators who venture too close to the edge. The boat should be equipped for water rescue and resuscitation of injured persons.



VISUAL 6.6

Power Boat Races (cont.)

- Planners should create a physical barrier warn spectators away from the edges fronting deep water
- A boat could patrol the shore adjacent to the spectator area to warn spectators who venture too close to the edge

Visual 6.6



REVIEW RESCUE BOAT CRITERIA

Explain to participants that all boats intended for rescue or designated to provide medical attention should be clearly marked and equipped with hazard lighting to warn other vessels off.

Emphasize that any boat intended for medical assistance or water rescue should contain sufficient clear space to resuscitate a patient. These boats should also include a range of medical supplies and equipment, including:

- An Automatic External Defibrillator (AED)
- A spinal board for full-body immobilization and cervical collars
- Ventilation equipment
- Large pressure dressings



VISUAL 6.7

Rescue Boat Criteria

- Rescue boats should be clearly marked and equipped with hazard lighting
- Should contain sufficient clear space to resuscitate a patient
- Should include appropriate medical supplies and equipment

Visual 6.7



DISCUSS AUTO RACES

Shift the focus to automobile and similar type races, explaining to participants that sponsors of organized auto races conducted by professional racing organizations at permanent facilities normally meet safety guidelines and have sophisticated contingency planning information.

Point out that for events conducted by local clubs, however, no formal guidelines may exist. Motor Cross races, bicycle races, and auto rallies are a source of great concern because of:

- Limited control over spectators
- Often remote locations where they are held



VISUAL 6.8

Auto Races



- ❑ Sponsors of auto races normally meet safety guidelines
- ❑ Events conducted by local clubs have no formal guidelines
- ❑ Other races (Motor Cross, bicycle races, and auto rallies) are a concern because of limited control over spectators and remote locations

Visual 6.8



REVIEW MEDICAL SUPPORT FOR AUTO RACES

Explain to participants that when planning an auto race or similar event, an ambulance with trained staff should be available immediately in the event of a crash. Stress that medical support staff must understand racing rules and be able to recognize the various flags and warning lights used by race officials.

Remind participants that the standby ambulance should be positioned for controlled, rapid access to the track. A communications system and procedures should be in place to activate an immediate response to a track emergency.

Note that firefighting and rescue equipment should also be available at the track.



VISUAL 6.9

Support for Auto Races

- Medical support staff should be trained in racing rules
- Ambulance should be positioned for controlled, rapid access
- Fire and rescue equipment should also be available
- Pit areas are high risk for fires and accidents

Visual 6.9



DISCUSS SPECTATOR AREAS

Tell participants that event planners should erect barriers to isolate spectators from out-of-control vehicles. Note that these barriers can be moved or broken upon impact, causing injuries to spectators, but that safety can be enhanced by keeping spectators away from the barrier.

Note that individuals responsible for barrier design should consider the possibility that one vehicle may mount another or somersault end over end. Barriers should be designed to retard penetration in these situations.

Explain that planners and promoters should remember that parts of automobiles involved in collisions can become projectiles. Stress with participants that to protect spectators, a strong wire-mesh debris screen should be attached to the barrier fencing and to the tops of retaining walls.

Tell them that major problems have occurred when spectators access the track after the winner has crossed the finish line, but while other competitors are still racing. All officials should be briefed on:

- Ways to control spectators who intend to access the track
- What to do if those control measures fail



VISUAL 6.10

Spectator Areas

- Planners should erect barriers to isolate spectators from out-of-control vehicles
- Barriers should be designed to retard penetration in all situations
- A wire-mesh debris screen should be attached to the barrier fencing and tops of retaining walls

Visual 6.10



PLANNING CONSIDERATIONS FOR SPECIFIC EVENTS



DISCUSS PIT AREAS

Explain to participants that in-race refueling in pit areas creates a potential for fire. Tell them that to counter this threat, fire extinguishers or other equipment suitable for extinguishing fire must be available at refueling sites.

Also, vehicles entering the pit lane at high speeds and limited driver visibility increase the risk to both drivers and pit crews. Tell them that event organizers should consider enforcing speed limits (and penalties for drivers who ignore them) in the pit areas. If possible, organizers should also implement a warning system when vehicles are entering the pits.

Emphasize that spectators should never be allowed in the pit areas.



DISCUSS AIR SHOWS

Explain to participants that air shows are usually staged in accordance with aviation rules and regulations. Remind them that event organizers, emergency managers, and health personnel should take several steps to reduce the risk of a serious incident.

Note that special precautions should be taken for:

- Aerobatic areas
- Parachute jump areas
- Fire-suppression requirements



VISUAL 6.11

Air Shows

- Air shows are usually staged in accordance with aviation rules and regulations
- Special precautions should be taken for:
 - Aerobatic areas
 - Parachute jump areas
 - Fire-suppression requirements



Visual 6.11



CONTINUE TO DISCUSS AIR SHOWS

Emphasize that aerobatic maneuvers should not take place over built-up areas. Stress that they should be conducted over fields, water, airstrips, or other uninhabited areas.

Discuss the fact that aircraft should not fly over spectator areas. Note that where aircraft execute a maneuver laterally, the direction of execution should be away from, or parallel to, the spectators.



VISUAL 6.12

Air Shows (cont.)

- Aerobatic maneuvers should not take place over built-up areas
- Aircraft should not fly over spectator areas
- Aircraft maneuvers should be away from, or parallel to, the spectators
- Events that feature parachute jumps should include designated landing zones away from spectators

Visual 6.12



REVIEW AIR SHOW SAFETY

Point out that it is possible for a parachutist to be blown off course and suffer injury or death as a result. Remind them that spectators can also be injured in the scramble to avoid a descending jumper. Events that feature parachute jumps should include designated landing zones that are safely away from spectators and create no obvious hazards to the jumpers.



REVIEW AIR SHOW SAFETY PRECAUTIONS

Discuss the many general safety precautions that should be taken at all air shows.

Point out that onsite fire services should be capable of delivering fire-suppressant foam into a crashed or burning aircraft. Note that if the air show does not take place at an airport where this equipment is available, alternate arrangements should be made to ensure that foam equipment is available.

Note that organizers should also clearly understand the requirements of the coroner and air crash investigators and be prepared to assist them in the event of a crash.



VISUAL 6.13

Air Show Safety Precautions

- Onsite fire services should be capable of delivering fire-suppressant foam into a crashed or burning aircraft
- Organizers should understand the requirements of the coroner and air crash investigators and be prepared to assist them in the event of a crash

Visual 6.13



DISCUSS FIREWORKS DISPLAYS

Explain to participants that shows involving fireworks or pyrotechnics also present specific risks. Tell them that when event organizers plan public fireworks or pyrotechnics displays, they should notify and work with local authorities:

- Law enforcement
- Fire
- Emergency medical services

Tell them that most pyrotechnical providers follow Occupational Safety and Health Administration (OSHA) safety standards for the placement of spectator seating and fireworks launch sites.



VISUAL 6.14

Fireworks Displays

- When event organizers plan public fireworks or pyrotechnics displays, they should work with local authorities
- Follow Occupational Safety and Health Administration (OSHA) safety standards for spectator seating and launch sites



Visual 6.14



CONTINUE DISCUSSING FIREWORKS DISPLAYS

Discuss the fact that most major incidents involving fireworks can be avoided through careful design of the launch site. Encourage them to pay close attention to the anticipated or prevailing wind direction and strength. Both may affect the flight path of fireworks and the area where debris will fall. Emphasize that when establishing site placement and design, an emergency egress route should be identified in case of an emergency.

Remind them that there is also substantial debris from fireworks displays. Encourage participants to plan the launch site to be situated so that no damage occurs from debris and, if possible, make cleanup and a search for unexploded fireworks easier.



VISUAL 6.15

Fireworks Displays (cont.)

- Most incidents involving fireworks can be avoided through launch site design**
- Pay close attention to the wind direction and strength**
- Identify an emergency egress route**
- Plan the launch site so that no damage occurs from debris**

Visual 6.15



SM VI-20

Review tips for launch site placement for fireworks displays on page VI-20 of the Student Manual.

Tips for Launch Site Placement for Fireworks Displays

- Whenever possible, locate the launch site on water (for example, on a barge or pier). Locating the launch site on water enables personnel to abandon the site easily if an accident occurs and the pyrotechnic supply ignites.
- Erect a barrier between the crowd and the launch site to protect the crowd if fireworks tip over after ignition, resulting in a lateral, rather than a vertical, projection.
- Do not allow fireworks to be projected over the heads of spectators because debris is often hot and can injure spectators if it falls into their eyes or onto their heads.
- Anticipate potential respiratory difficulties, resulting from smoke from the display.
- If launching over water, do not allow fireworks to be projected over flammable trees, bush areas, buildings, or boats.
- Require unused fireworks to be stored in covered metal containers to prevent accidental ignition, either by staff or by descending hot particles from previously ignited fireworks.
- Require fire equipment, including fire extinguishers and trained firefighters to be immediately available at the launch site.
- Require all personnel who deploy or ignite fireworks to wear protective clothing, including face shields, helmets, and heavy gloves.

After the event, personnel should inspect the launch site carefully to ensure that no incipient or rekindled fires are possible. All used fireworks should be soaked in water and removed from the site, along with any securing spikes, wires, or other potentially hazardous objects.



DISCUSS LASER LIGHT SHOWS

Tell participants that laser light shows are now often included as entertainment at many special events. Participants should understand that before the light show occurs, planners should make sure that health-care professionals onsite:

- Understand the kinds of accidents that can occur.
- Identify the potential hazards associated with lasers.

Point out that event organizers should always be familiar with the kind and type of laser that will be used and the associated risks.



VISUAL 6.16

Laser Light Shows

- Before the light show, make sure that onsite health care professionals and organizers understand risks associated with lasers.

Visual 6.16



INTRODUCE TOPIC

SPONTANEOUS EVENTS

Tell them that occasionally, an event occurs without planning. Share with participants that local emergency management and public safety agencies need to be aware that:

- Spontaneous events create the same need for emergency response contingencies as planned events.
- Safety plans or agreed-upon roles and responsibilities for participants will be established.

Note that spontaneous events present unique difficulties to public safety personnel because they offer no warning—and no time to plan.



VISUAL 6.17

Spontaneous Events

- Local emergency management and public safety agencies need to be aware that:
 - Spontaneous events create the same need for emergency response contingencies
 - Safety plans or agreed-upon roles and responsibilities will be established
- Spontaneous events offer no warning—and no time to plan

Visual 6.17



DESCRIBE TYPES OF SPONTANEOUS EVENTS

Describe the four basic types of spontaneous events:

- Events that are planned without official input or permits as a result of an oversight
- Events that are planned without official input or permits on purpose
- Events that result from other events (for example, a victory celebration for a local sports team)

Explain that because spontaneous events are dynamic, a well-timed and appropriate response is critical to achieving safe outcomes.



VISUAL 6.18

Types of Spontaneous Events

- Events that are planned without official input or permits as a result of an oversight: demonstrations, protests, or picketing
- Events that are planned without official input or permits
- Events that result from other events



Visual 6.18



DISCUSS PLANNING FOR SPONTANEOUS EVENTS

Explain that the use of existing mutual aid agreements, response plans, training, and resource lists will assist communities that are confronted with a spontaneous event. Note that essential to the outcome, however, is implementing ICS for an orderly and coordinated deployment of resources and personnel. In addition:

- Identifying a staging area where additional personnel and resources will be gathered is critical.
- All personnel must be briefed before assignment.
- Span of control must be maintained.



VISUAL 6.19

Planning for Spontaneous Events

- Use of existing mutual aid agreements, response plans, training, and resource lists will assist
- Implementing ICS for an orderly and coordinated deployment of resources and personnel to include:
 - Identify a staging area
 - All personnel must be briefed
 - Span of control must be maintained

Visual 6.19



DISCUSS SPONTANEOUS EVENT RESPONSE

Explain that another essential element when responding to spontaneous events is the continuing evaluation of other events that could be catalysts for spontaneous events. Share that many spontaneous events occur with some level of expectation by public safety officials.

Explain that the significant difference between an organized special event and a spontaneous event is that no planning time exists before a spontaneous event. It is critical, then, to develop contingency plans for events that are high-risk or high probability.



VISUAL 6.20

Spontaneous Event Response

- Many spontaneous events occur with some level of expectation by public safety officials
- It is critical to develop contingency plans for events that are high-risk or high probability



Visual 6.20



INTRODUCE TOPIC

EVENTS INVOLVING PRE-TEEN AND EARLY TEEN AUDIENCES

Emphasize that concerts and other events that attract younger audiences can create a number of difficulties. Explain that these spectators can become lost or separated from friends, miss transportation, or lack the money to pay for alternate transportation.

Note that parents often take their children to these events, then have difficulty finding them after the event. If parents are using their cars to pick up children, traffic jams may prevent close access to the venue.



VISUAL 6.21

Events Involving Teen Audiences

- Events that attract younger audiences can create difficulties such as:
 - Become lost or separated from friends
 - Miss transportation
 - Lack money for alternate transportation
- If parents are using their cars to pick up children, traffic jams may prevent close access to the venue

Visual 6.21



SM VI-24

Review tips for addressing problems at pre-teen and early teen events on page VI-24 of the Student Manual.

Tips for Addressing Problems at Pre-Teen and Early Teen Events

- Create a "Parents' Oasis" adjacent to the venue where parents can wait during the concert. Coffee, soft drinks, snacks, and newspapers can be available to help parents pass the time while waiting for the event to conclude. The additional cost and effort devoted to providing a Parents' Oasis are more than offset by the reduction in efforts needed to deal with young audiences at the conclusion of the event.
- Provide information booths with access to the public address system to enable clearly identified event staff to assist lost children and their parents.
- Develop contingency plans for the "worst case"—the occurrence of a major incident exacerbated by the problems of parents attempting to gain access to the area to reunite with their children—or trying to find out where their injured children have been taken.



INTRODUCE TOPIC

INCIDENTS OF NATIONAL SIGNIFICANCE

Define “incident of national significance” as an actual or potential high-impact event that requires robust coordination of the federal response in order to save lives and minimize damage. Note that the Secretary of Homeland Security makes this declaration.

Incidents of national significance that can affect special events can include:

- Natural disasters
- Manmade disasters
- Terrorist incidents
- Other incidents that present a threat to human welfare



VISUAL 6.22

Incidents of National Significance

- Definition: An actual or potential high-impact event that requires robust coordination of the Federal response in order to save lives and minimize damage.**
- Incidents of national significance that can affect special events can include:**
 - Natural disasters**
 - Manmade disasters**
 - Terrorist incidents**
 - Other incidents that present a threat to human welfare**

Visual 6.22



**DISCUSS
INCIDENTS OF
NATIONAL
SIGNIFICANCE**

Explain that a catastrophic incident of national significance is the result of an unusually severe disaster with extensive effect on national welfare.

Point out that actual or potential incidents of national significance require a coordinated and effective response by an appropriate combination of federal, state, local, tribal, private-sector, and nongovernmental entities.



VISUAL 6.23

**Incidents of National
Significance (cont.)**

- Catastrophic incident of national significance is result of unusually severe disaster with extensive effect on national welfare**
- Actual or potential incidents of national significance require coordinated, effective response by appropriate combination of Federal, State, local, tribal, private-sector, and nongovernmental entities**



Visual 6.23



DISCUSS NIMS

Emphasize that regardless of your jurisdiction, event planners and coordinators and local law enforcement should have a close relationship with federal representatives during an incident of national significance.

Explain that the National Incident Management System (NIMS) was developed so responders from different jurisdictions and disciplines can work together better to respond to natural disasters and emergencies, including acts of terrorism.

Recommend that participants go to the FEMA website for more information on NIMS.

<http://www.fema.gov/emergency/nims/index.shtm>



VISUAL 6.24

Incidents of National Significance (cont.)

- Regardless of jurisdiction, event planners and coordinators and local law enforcement should have a close relationship with Federal representatives during an incident of national significance**
- National Incident Management System (NIMS)**
 - Better coordination and response to disasters and emergencies
 - <http://www.fema.gov/emergency/nims/index.shtm>



Visual 6.24



Activity 6.1 – Addressing High Risk Events

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



CONDUCT ACTIVITY

ACTIVITY 6.1 – ADDRESSING HIGH-RISK HAZARDS

Instructions:

Refer participants to Page VI-32 in their Student Manual.

1. Break the class into small groups – 5 or 6 per group (same groups as last activity in Unit 5).
2. Explain that the purpose of the exercise is to begin to identify and plan for any high-risk hazards for the event they began planning in Units 2, 3, 4, and 5.
3. Ask groups to identify any high-risk hazards for the event they are planning. Also ask participants to evaluate the probability of any spontaneous hazards that might occur during the event. Have groups develop a contingency plan for each of these possible situations.
4. Groups should use the worksheet on page VI-31 and the activity instructions on page VI-32 of their Student Manual to help them plan their high-risk/spontaneous hazards.
5. Once participants have completed the activity, ask each group to present its “solution” to the class.
6. Discuss each group’s solution as a class.

Tell participants that a blank copy of the Addressing High Risk Events Worksheet is located in the Job Aids section of their Student Manuals for future reference.



VISUAL 6.25

Activity 6.1

Addressing High-Risk Hazards

- In small groups, identify a high-risk hazard for the event you are planning
- Evaluate the probability of spontaneous hazards
- Develop a contingency plan for each of these possible situations
- Present and discuss solutions with the class

Visual 6.25



UNIT SUMMARY/TRANSITION



REVIEW UNIT

Ask the participants if they have any questions about planning for specific events before moving on to the final unit.



VISUAL 6.26

Planning Considerations for Specific Events

Questions?

A large, stylized question mark icon inside a speech bubble, centered within a rectangular frame.

Visual 6.26