



VII. COURSE SUMMARY

Total Time: 1 hour 30 minutes

	OBJECTIVES	At the end of this unit, the students should be able to pass an exam testing their knowledge of key points learned during the training.												
	SCOPE	<p>The scope of this unit includes:</p> <ul style="list-style-type: none"> • Introduction • Course Review • Final Exam • Summary and Wrap-Up 												
	METHODOLOGY	<p>The instructor will summarize the key points from the course and exercises and answer any final questions that the students may have.</p> <p>Then, the instructor will distribute the written exam. When the students have finished taking the exam, the instructor will wrap up and release the class.</p>												
	TIME PLAN	<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" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Topic</th> <th style="text-align: right;">Time</th> </tr> </thead> <tbody> <tr> <td>Introduction</td> <td style="text-align: right;">5 minutes</td> </tr> <tr> <td>Course Review</td> <td style="text-align: right;">30 minutes</td> </tr> <tr> <td>Final Exam</td> <td style="text-align: right;">35 minutes</td> </tr> <tr> <td>Course Wrap-Up</td> <td style="text-align: right;">20 minutes</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Time 1 hour 30 minutes</td> </tr> </tbody> </table>	Topic	Time	Introduction	5 minutes	Course Review	30 minutes	Final Exam	35 minutes	Course Wrap-Up	20 minutes	Total Time 1 hour 30 minutes	
Topic	Time													
Introduction	5 minutes													
Course Review	30 minutes													
Final Exam	35 minutes													
Course Wrap-Up	20 minutes													
Total Time 1 hour 30 minutes														



**SUMMARIZE
KEY POINTS
UNIT I**

COURSE SUMMARY

Tell the students that the aim of this course has been to give them information about planning a safe and successful special event. The course walked them through all aspects the special event planning process.

Use Visual 7.1 to summarize key points and discuss the exercises in each unit. Respond to the students' questions as needed. Make sure that all of the problems and concerns brought up during the activities have been addressed.

Unit I, Welcome and Introductions, covered the following:

- The definition of a special event
- The phases of a special event

The exercise provided an opportunity for participants to practice identifying a special event.

Ask participants if they have any questions regarding Unit I.



VISUAL 7.1

Course Summary – Unit I

- Unit I, Welcome and Introductions, covered the following:**
 - The definition of a special event**
 - The phases of a special event**
- Participants practiced identifying a special event**
- Questions on Unit I?**



Visual 7.1



**SUMMARIZE
KEY POINTS
UNIT II**

Tell participants that Unit II, Pre-Event Planning, covered the following:

- The importance of planning
- The planning team
- Planning considerations
- Issues to consider when planning

The exercise provided an opportunity to begin planning a special event of the participant's choice. In this unit, participants practiced pre -planning activities for their special event.

Ask participants if they have any questions regarding Unit II.



VISUAL 7.2

Course Summary – Unit II

- Unit II, Pre-Event Planning, covered the following:**
 - The importance of planning**
 - The planning team**
 - Planning considerations**
 - Issues to consider when planning**
- Participants practiced pre-planning activities for their special event**
- Questions on Unit II?**

Visual 7.2



**SUMMARIZE
KEY POINTS
UNIT III**

Unit III, Risks and Hazards to Consider, covered the following:

- Analyzing hazards
- Identifying mitigation activity
- Contingency planning

The exercise provided an opportunity continue developing participants' special events, practicing identifying risks and hazards, and developing contingency plans for those risks.

Ask participants if they have any questions regarding Unit III.



VISUAL 7.3

Course Summary – Unit III

- Unit III, Risks and Hazards to Consider, covered the following:**
 - Analyzing hazards**
 - Identifying mitigation activity**
 - Contingency planning**
- Participants practiced identifying risks and hazards, and developing contingency plans for those risks**
- Questions on Unit III?**

Visual 7.3



COURSE SUMMARY (CONTINUED)



**SUMMARIZE
KEY POINTS
UNIT IV**

Tell participants that Unit IV, Special Operational Considerations, covered:

- The definition of operational considerations
- Spectator management and crowd-control issues
- Safety issues
- Public health issues
- Personal safety issues
- Security issues
- Traffic and transportation issues
- Other special operational considerations, including high profile and controversial events

The exercise provided an opportunity continue developing participants' special events, practicing planning for these special operational considerations.

Ask participants if they have any questions regarding Unit IV.



VISUAL 7.4

Course Summary – Unit IV

- Unit IV, Special Operational Considerations, covered:
- The definition of operational considerations
- Spectator management and crowd-control issues
- Safety issues
- Public health issues
- Personal safety issues
- Security issues
- Traffic and transportation issues
- Other special operational considerations, including high profile and controversial events



VISUAL 7.5

Course Summary – Unit IV

- The exercise provided an opportunity continue developing participants' special events, practicing planning for these special operational considerations.
- Questions on Unit IV?

visual 7.5



**SUMMARIZE
KEY POINTS
UNIT V**

Tell participants that Unit V, Using ICS to Manage Special Events, covered:

- Definition of ICS
- Management functions of the ICS structure
- Incident Action Planning
- Multiagency Coordination Systems

The exercise provided an opportunity continue developing participants' special events, practicing planning and developing an ICS.

Ask participants if they have any questions regarding Unit V.



VISUAL 7.6

Course Summary – Unit V

- Unit V, Using ICS to Manage Special Events, covered:**
 - Definition of ICS**
 - Management functions of the ICS structure**
 - Incident Action Planning**
 - Multiagency Coordination Systems**
- Participants practicing planning and developing an ICS**
- Questions on Unit V?**

Visual 7.6



**SUMMARIZE
KEY POINTS
UNIT VI**

Tell participants that Unit VI, Planning Considerations for Specific Events, covered:

- High-risk events
- Spontaneous events
- Events involving pre-teen and early teen audiences
- Incidents of national significance

The exercise provided an opportunity continue developing participants' special events, practicing identifying and mitigating high-risk and spontaneous events.

Ask participants if they have any questions regarding Unit VI.



VISUAL 7.7

Course Summary – Unit VI

- Unit VI, Planning Considerations for Specific Events, covered:**
 - High-risk events**
 - Spontaneous events**
 - Events involving teenage audiences**
 - Incidents of national significance**
- Participants practiced identifying and mitigating high-risk and spontaneous events**
- Questions on Unit VI?**

Visual 7.7



ASK QUESTION

Ask the students if they have any final questions.



FINAL EXAM



**INTRODUCE
EXAM**



SM A-46



VISUAL 7.8

Instructions: Follow the steps below to administer the exam.

1. Refer the students to the Final Exam in the Job Aids section of the Student Manual.
2. Explain that the purpose of the exam is to test the students' understanding of the course content.
3. Give the students 35 minutes to complete the exam.
4. Collect completed exams from participants.

Final Exam

**Please complete the exam found in the
Appendix of your Student Manual.**

**If using standard government answer sheet, use
course code: IS-015 and
the affiliation is FEMA.**



Visual 7.8



COURSE END

COURSE COMPLETION
Review and answer any final questions from the class and wrap-up the course.



VISUAL 7.9

