Disaster Planning for Special Events

Juan Ortiz
Director of Homeland Security and Emergency Management
City of Austin, Texas

Eric Carter
Director of Homeland Security
Capital Area Council of Governments
What are We Going to Cover?

Hazard Identification and Risk Analysis

Emergency Planning Process

Plan Elements

Consideration for Special Event Planning
What is a Special Event?
Types of Special Events
How do we determine if the event is special?

Is the event out of the ordinary or nonroutine?

Does the event place a strain on community resources?

Does the event attract a large number of people?

Does the event require special permitting or additional planning, preparation, and mitigation efforts by local agencies?

Each community’s resources are different. What may be classified as a special event in one community may not place a strain on resources in another community.
Emergency Planning Process

1. Form a Collaborative Planning Team
2. Understand the Situation
3. Determine Goals & Objectives
4. Plan Development
5. Plan Preparation, Review & Approval
6. Plan Implementation & Maintenance
Step 1. Form a Collaborative Planning Team
Planning Team Keys to Success

Multidisciplinary approach
Involve all parties early
Sense of Ownership
Access to Resources
Forming Relationships
Planning Team Members

Promoter/Sponsor
Venue Owner/Operator
Emergency Management
Law Enforcement
Fire and Rescue

Elected Officials
City Management
Transportation
Public Health
Public Works
Utilities
Other agencies to Consider

✓ Organizations representing people with disabilities
✓ Emergency services and public agencies
✓ Health agencies and medical community
✓ Legal counsel
✓ LEPC
✓ Public works agencies, utilities
✓ Purchasing/Procurements representatives
Initial Planning Meeting

Develop Mission Statement (Why are we having the event?)

Develop Event Objectives

Identify Risks/Hazards

Determine The Necessary Components of the Public Safety Plan
Step 2. Understanding the Situation

Compile Information about Jurisdiction, Event, Venue

Identify Threats and Hazards

Assess the risk

Prioritize threats and hazards
Initial Planning Considerations

Organization’s **Purpose** and **Experience**

Event risk

Previous event concerns

Relevant local concerns

Weather

Community impact
Hazard/Risk Analysis

Build List of Potential Hazards

Rank Hazards

Build Scenario Around Top Two or Three Hazards

- Resource Needs?
- Actions/Capabilities Required?

Planning Note: Don’t forget cascading hazards
## Hazard/Risk Analysis

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Frequency ( Likelihood )</th>
<th>Potential Impact on Population</th>
<th>Potential Impact on Property</th>
<th>Level of Coverage in EOP/SOPs</th>
<th>Point Total</th>
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<tbody>
<tr>
<td></td>
<td>0 = Unlikely</td>
<td>0 = Negligible</td>
<td>0 = Negligible</td>
<td>0 = None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 = Possible</td>
<td>1 = Limited</td>
<td>1 = Limited</td>
<td>1 = Limited</td>
<td></td>
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<tr>
<td></td>
<td>2 = Likely</td>
<td>2 = Critical</td>
<td>2 = Critical</td>
<td>2 = Sufficient</td>
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<tr>
<td></td>
<td>3 = Highly Likely</td>
<td>3 = Catastrophic</td>
<td>3 = Catastrophic</td>
<td>3 = Comprehensive (annex)</td>
<td></td>
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</tbody>
</table>
Other Special issues

The Permitting approval process (One Stop Shop)

Legal issues

Liability issues

Political issues

Economic issues

Attendee issues
Step 3. Determine Goals and Objectives

Determine Operational Priorities

Mission Statements

Set Goals and Objectives based on the priorities
Mission Statement

Why are we having the event?
What is the purpose for the event?
How are we addressing the purpose?
What are the results from the event?
How are we protecting public health and safety?
Goals and Objectives

From CPG 101

Goals are broad general statements that include the intent solution to the identified problem.

Objectives are more specific and identified actions to carry out during the operations.
Spectator Management and Crowd Control Issues

Observers

Cheerleaders

Active Core
Safety Issues

Structures

Performance facilities

Special structures

Temporary Facilities?

Audience

Fire Safety

Security
Step 4. Plan Development

Determine solution for achieving goals and objectives

Identify resources needed

Estimate capabilities and identify shortfalls
Planning Structure

Purpose, Scope, Situation, Planning Assumption

Concept of Operations

Organization, Assignment of Responsibilities

Direction, Control, Coordination

Information Collection, Analysis, Dissemination

Communications

Administrative, Finance, Logistics

Plan Development, Maintenance

Authorities, References
Step 5. Plan Preparation Review and Approval

- Writing and validating the plan
- Getting approval
- Disseminating the plan
Step 6. Plan Implementation and Maintenance
Training and Exercise Considerations

Certification

OJT

Briefing

2 minute warning

Dress Rehearsals

Table Top

Functional
Additional Sources

CPG 101

IS-15.b Special Event Contingency Planning for Special Agencies

IS-235.c Emergency Planning

://training.fema.gov/EMICourses/

Other jurisdictions with experience hosting similar events