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 Law Enforcement 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

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
MODULE 1: Relationship between Event Planning and Security - Administration Page

Duration
This module is 1 hour in duration.

Scope Statement
This module will provide students with an overview and working knowledge of event planning and knowledge of 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.

Terminal Learning Objectives (TLO)
Students will be able to (1) outline the components of planned events and security planning and the interrelationship 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 an event.

Enabling Learning Objectives (ELO)
1-1. Correctly identify the key components of event planning.
1-2. Outline the key components required to establish an effective security plan for a planned event.
1-3. Recognize the roles and responsibilities of the event security planner.
1-4. Summarize the relationship of security planning to event planning and the role of the security committee.

Resources
- Participant Guide
- Module handouts

Instructor to Participant Ratio
Preferred instructor to student ratio is 1:20-30

Reference List

**Practical Exercise (PE) Statement**

There are no PE’s associated with this module.

**Assessment Strategy**

- Observation of student participation
- Instructor facilitated verbal review of module
MODULE 2: Intelligence Planning - Administration Page

Duration
This module is 1 hour in duration.

Scope Statement
This module 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.

Terminal Learning Objectives (TLO)
Students will be able to describe the basic concepts of gathering information and developing intelligence, assess their organization’s intelligence capability, and identify resources available to prevent and monitor criminal activity.

Enabling Learning Objectives (ELO)
2-1. State the role of the security planner in dealing with intelligence for planned events.
2-2. Describe basic concepts of intelligence.
2-3. Describe the intelligence capability of the planner’s organization and identify needs for improvement.
2-4. List specific resources available to the planner for intelligence support.

Resources
- Participant Guide

Instructor to Participant Ratio:
Preferred Instructor to student ratio is 1:20-30

Reference List:


**Practical Exercise Statement:**

Students will view a scenario based video and will be required to analyze the situation by answering questions posed at the end of each video clip. The instructor will facilitate a classroom discussion utilizing student responses.

**Assessment Strategy:**

- Observation of student participation;
- Instructor-facilitated review of module content.
MODULE 3: Developing and Using Risk Assessments (RA)

Duration
This module is 1.25 hours in duration.

Scope Statement
This module emphasizes the importance of risk assessment (RA) 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.

Terminal Learning Objectives (TLO)
Students will be able to identify realistic threats, vulnerabilities, and impacts facing planned events and use risk assessment as a means to plan for the prevention/mitigation and management of risks.

Enabling Learning Objectives (ELO)
3-1. Describe basic fundamentals/concepts of RA
3-2. Describe the relationship of risk assessment to intelligence activities and to the role of security planner.
3-3. Demonstrate the ability to calculate risk using the risk assessment model R = T x V x I.
3-4. List examples of threats, vulnerabilities, and impacts, and be able to identify actions to manage risk.

Resources
- Participant guide
- Module handouts

Instructor to Participant Ratio
Preferred Instructor to student ratio is 1:20-30

Reference List
Practical Exercise Statement

Using a blank RA form provided in module handouts, students will work with and fill out an example of RA.

Assessment Strategy

- Observation of student participation
- Instructor facilitated verbal review of each module’s content
MODULE 4: Law Enforcement (LE) Activities Associated with Event Security Planning

Duration
This module is 1.5 hours in duration.

Scope Statement
This module will provide students with information on law enforcement activities which serve as the foundation for developing an event security plan. Discussion will include basic planning considerations as compared to special security considerations for law enforcement activities conducted during planned events such as managing demonstrations, access control and credentialing, infrastructure security and traffic/transportation and how these activities are modified to deal with the specific event scenario.

Terminal Learning Objectives (TLO)
Each participant should be able to explain concepts of why and how common law enforcement activities are modified to become “force multipliers” during planned events.

Enabling Learning Objectives (ELO)
4.1. Give examples of special security considerations when planning for management of demonstrations.
4.2. Give examples of special security considerations when planning access management.
4.3. Give examples of special security considerations when planning infrastructure security.
4.4. Give examples of special security considerations when planning traffic and transportation.

Resources
- Participant guide
- Module handouts

Instructor to Participant Ratio
Preferred Instructor to student ratio is 1:20-30

Reference List
- Jones, G.B. Supervisory Special Agent, FBI Rockford, Ill.

Practical Exercise (PE) Statement

There are no PE’s associated with this module.

Assessment Strategy

- Observation of student participation
- Instructor facilitated verbal review of each module’s content
MODULE 5: Planning for Command, Control and Communications (C3)

Duration
This module is 1 hour in duration.

Scope Statement
This module will look at the definitions of each element of command, control and communications (C3) and what each means individually. The main idea, however, that even though they are independent elements, they are interrelated, and their interdependence must be understood.

Terminal Learning Objectives (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 a planned event.

Enabling Learning Objectives (ELO)
5.1. List and explain the planning considerations used in developing an effective communications plan for event security.
5.2. Explain the importance of interoperability. Give examples of internal and external communications issues and possible solutions.
5.3. Explain concepts of effective command and control and considerations used in developing command and control plans for planned events.

Resources
- Participant guide
- Module handouts

Instructor to Participant Ratio
Preferred Instructor to student ratio is 1:20-30

Reference List
Practical Exercise Statement
There are no PE’s associated with this module.

Assessment Strategy
- Observation of student participation
- Instructor facilitated verbal review of each module’s content
MODULE 6: Planning for Staffing Needs and Other Resources- Administration Page

Duration
This module is 1.0 hour in duration.

Scope Statement
This module explores the requirements for LE services at planned events or events with associated risks. It includes planning considerations for routine and non-routine LE services at planned events. The focus of the module is on the determination of manpower staffing levels as well as the acquisition of additional manpower and equipment from external sources (e.g., private security, volunteers, and specialty security services).

Terminal Learning Objectives (TLO)
Students will be able to assess the personnel, supplies, equipment and other resources needed to staff and equip organizations in order to enhance the security posture at planned events and or events with associated risks.

Enabling Learning Objectives (ELO)
6-1. Identify critical considerations when determining internal resource requirements for planned events.
6-2. Identify critical considerations when determining external resource requirements for planned events.
6-3. Identify the key elements of Mutual Aid Agreements (MAA) and Memorandum of Understanding/Agreement (MOU/ MOA)

Resources
- Participant Guide
- Module Handouts

Instructor to Participant Ratio
Preferred Instructor to student ratio is 1:20 - 30

Reference List
- Scarborough, Kay, Professor, Eastern Kentucky University, Richmond, Kentucky

**Practical Exercise Statement**

Students will view a scenario-based video and will be required to analyze the situation based on questions posed at the end of each video clip. The instructor will facilitate a classroom discussion based on student responses.

**Assessment Strategy**

- Observation of student participation
- Instructor facilitated verbal review of module
Module 7: Planning for Incident Management

Duration
This module is 1 hour in duration.

Scope Statement
This module will discuss some of the concepts and components of ICS and the relationship to planning ICS in support of a planned event. Planning for events presents many challenges which may not arise with other more routine law enforcement activities. One of most challenging is the prevention or mitigation of an incident which may occur during the event. ICS is a standardized, on-scene, all-hazard incident management concept which can be utilized during an event to prevent or mitigate an incident.

Terminal Learning Objectives (TLO)
At the end of this module each participant should be able to explain the relevance of ICS structure and concepts to security planning for events. They should also be able to summarize the importance of incident management planning and give examples of real-world incidents that may require contingency plans as well as outline some of the essential security planning considerations when developing event contingency plans.

Enabling Learning Objectives (ELO)
7.1. Explain the relevance of ICS structure and concepts to security planning for events.
7.2. Summarize the importance of incident management planning for events and give examples of real world incidents that may require contingency plans.
7.3. Outline some of the essential security planning considerations when developing event contingency plans.

Resources
- Participant guide
- Module handouts

Instructor to Participant Ratio
Preferred Instructor to student ratio is 1:20-30

Reference List
Practical Exercise Statement
There are no PE's associated with this module.

Assessment Strategy
- Observation of student participation
- Instructor facilitated verbal review of each module’s content
MODULE 8: Role of Public Information and Media Relations in Security Planning - Administration Page

Duration
This module is 1 hour in duration.

Scope Statement
This module addresses the role of public information and media relations in security planning for an event. It emphasizes the importance of disseminating both security information and general law enforcement information about the event.

Terminal Learning Objectives (TLO)
Students will be able to state the role and functions of public information and media relations in planned events and explain the importance of developing a comprehensive media relations and public information campaign when planning security for events.

Enabling Learning Objectives (ELO)
8-1. State the role of the planner and PIO specialist in public affairs.
8-2. List samples of the types of security information that is allowed to be disseminated to the public via the media.
8-3. Explain strategies to effectively work with the media.

Resources
- Participant Guide
- Module handouts

Instructor to Participant Ratio
Preferred Instructor to student ratio is 1:20 - 1:30

Reference List
- Brosius, Jo. Director Communications and Project Support, Eastern Kentucky University Justice and Safety Center.
Practical Exercise Statement

Students will view a scenario-based video and will be required to analyze the situation based on questions posed at the end of each video clip. The instructor will facilitate a classroom discussion based on student responses.

Assessment Strategy

- Observation of student participation
- Instructor facilitated verbal review of each module’s content
MODULE 9: Developing the Security Plan and Briefing-Administration Page

Duration
This module is 1 hour in duration.

Scope Statement
The written security plan and security brief are important tools for orienting others to the security considerations surrounding planned events. This module focuses on the abilities of the students to analyze and organize information regarding security situations for planned events which lead up to the development and presentation of a written security plan.

Terminal Learning Objectives (TLO)
Students will be able to identify and explain the components required to develop and prepare a written security plan, and to explain the responsibilities and roles of the security planner in preparing and developing a comprehensive event security briefing intended for other LE professionals, the overall event planner, or the event planning committee.

Enabling Learning Objectives (ELO)
9-1. Identify the requirements and components which comprise a formal written security plan.
9-2. Demonstrate the use of the security planning software in developing a comprehensive security plan for any event.
9-3. Explain the roles and responsibilities of the security planner concerning the development and presentation of an event security plan.
9-4. Summarize the appropriate briefing protocols utilized in presenting an event security briefing.

Resources
- Participant Guide
- Module handouts

Instructor to Participant Ratio
Preferred Instructor to student ratio is 1:20 - 30

Reference List
- Day, B. Kentucky State Police.
Practical Exercise Statement
Students will have opportunity to use the Event Security Planning software in class.

Assessment Strategy
- Observation of student participation
- Instructor facilitated verbal review of each module’s content
MODULE 10: End of Course Practical Exercise-Administration Page

Duration

This module is 3.75 hours in duration.

Scope Statement

This scenario-based group exercise will allow students to incorporate and utilize the learning objectives, knowledge and information presented during modules 1-9. The scenario is a model that represents the activities, responsibilities and challenges that will confront security planners when developing a security plan for events. This module will conclude with an opportunity for students to develop and brief an event security plan.

Terminal Learning Objectives (TLO)

10-1. Given an event scenario, students acting as part of 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.

Enabling Learning Objectives (ELO)

10-1. Using critical thinking and problem solving techniques, conduct an analysis of the security environment for a planned event.

10-2. As a member of a planning group; develop and recommend a security plan resolution for a planned event.

10-3. Prepare and present a planned event security plan briefing.

Resources

- Participant Guide
- Module handouts

Instructor to Participant Ratio

Preferred Instructor to student ratio is 1:20 - 30

Reference List

There are no listed references for this module.

Practical Exercise Statement

Students will be provided a fictional scenario, and acting as part of a security planning committee, students will develop a security plan and security briefing related to the environment surrounding the exercise scenario.

Assessment Strategy

- Observation of student participation