



Regional Emergency Preparedness Advisory Committee (REPAC) Meeting

NCTCOG, Grand Prairie Public Safety Building

August 6, 2019 / 1:30 p.m. – 3:30 p.m.

Opening Remarks/EPPC Update	Chairs
Roll Call	NCTCOG Staff
Approval of Notes from Last Meeting	Committee Members
Action Items	Committee Members
County Seats Caps	
<ul style="list-style-type: none">Review county seat threshold and approval process	
Discussion Items	NCTCOG Staff
REPAC Handbook Meeting	
FY 17 & 18 SHSP Project Update	
<ul style="list-style-type: none">Discuss Closeout Dates	
FY 19 SHSP Grant Update	
<ul style="list-style-type: none">Discuss final project funding allocations as set forth by EPPC	
New Cybersecurity Requirements	Marcie Bruner
Updated EHP Requirements	
THIRA/RIP/SPR Update	Justin Cox, City of Fort Worth
Emergency Response Guidebooks (ERG)	Vanessa Hooker
Special Events Data Call	Candice Forsyth
Haystax Presentation	Doug Paisley
NCTCOG	NCTCOG Staff
<ul style="list-style-type: none">Introduction – Braydon Williams, SHSP Grant Coordinator	
Committee/Public Comment	
Grant Funded Event Updates	
Homeland Security Conference	June 17-21
MCI Final Deliverables	June 26, 2019
BAR X	June 24-26
HOTZONE Conference	October 18-21, 2019
SWAT X	November 9, 2019
Important Dates	
Emergency Preparedness Planning Council (EPPC) Meeting	August 15, 2019
REPAC Handbook Meeting	August 28, 2019
Texas Association of Regional Councils (TARC)	September 11-13, 2019

Next Meeting:

Tuesday, November 12

Resources

REPAC website: www.nctcog.org/ep/REPAC

SHSP website: www.nctcog.org/ep/SHSP

EPPC website: www.nctcog.org/ep/EPPC



Regional Emergency Preparedness Advisory Committee (REPAC) Meeting
NCTCOG, Transportation Council Room
June 6, 2019 / 9:30 a.m.

Meeting Notes

Opening Remarks/EPPC Update

Chairs

Rollcall

NCTCOG Staff

Approval of Notes from Last Meeting

Committee Members

Motion: Tonya Hunter, seconded by Chase Wheeler to approve the February 21st meeting notes. The motion carried.

Action Item(s)

• **REPAC Handbook Update Based on AAR**

- Every year after project scoring, it is evaluated on how the scoring went, such as looking for ways to improve the process, etc.
- EP staff will host a one -day technical grants workshop each December and encourage two members from each working group to attend. EP Staff will be available to answer any questions as they write their projects.
- Working Groups may submit up to two projects that are different in scope per grant year. Projects that have the same scope will be scored as one project.
- REPAC will receive scoring criteria definitions during the scoring meeting.
- Working Groups are encouraged to use the PowerPoint created by EP.

Motion: Jerome Jones, seconded by Steve Howie to accept the changes made to the REPAC Handbook. The motion carried.

○ De-Obligated Funds

- Swept Funds will be prioritized towards unfunded or partially funded projects that have previously been scored by REPAC for the grant cycle that the re-allocated funds originated from.
- Question: Do we want to continue to fund un-funded projects or do we want to fund partially funded projects?
- Suggestion is for the Chairs to look at the list to see how much funds are left and evaluate what to do with those funds.
- It was recommended to create a committee of five people to evaluate what to do with swept funds.
- Should there be swept funds from a grant cycle based on a project list that have been scored and approved by REPAC and EPPC. Those swept funds will be determined by the chairs what to do with it based on priority and timing.

- The chairs will look at the entire list and figure out which ones are feasible. Once decided, they will then determine funding according to the scoring and unfunded and partially funded projects.
- Another suggestion is to have COG go to the project leads to see if it is going to be helpful, and if so, will there be a timeline involved.
- Question: Will it will need to be determined where the swept funds will go to, to do the most good? It was recommended to go to the list that is already scored by the REPAC group.

Motion: Roland Acebedo, seconded by Cody Powell that the REPAC Chairs are granted authority with the intent to review the list of expenditures of the swept funds and decide whether it is allocated to an unfunded project, or partially funded project. The motion carried.

Discussion Item(s)

- **AAR Discussion of Setting Term Limits**

FY17 & 18 SHSP Project Update

- Limiting the number of 3-year terms a single person can hold.
- There were once an Urban and Rural SME seats.
- There are consecutive 3-years terms on the SME seats.
- There are county seats that are never relinquished.
- Do county seats need term limits?
- The SME seats are made up of one rural and one metro.
- The definition of Rural vs. Urban is Rural are the 12 outlining counties. The Urban are the 4 metro counties such as; Dallas, Denton, Tarrant, and Collin.
- Needing consistent people to hold these seats.

Motion: Steve Howie, seconded by Kenny Phillips to table the SME seat term limits. The motion carried.

- **Review Close-Out Projects Dates and Reallocation and Extension Procedures**

FY19 SHSP Project Funding

- Most of the FY17 projects have closed out. Anticipating all the monies have been spent for those projects.
- The FY18 projects will need small extensions due to a couple of conflicts. We do not anticipate having any sweeping funds to de-obligate from FY18 funds.
- There are currently \$6,172.09 in 2017 funds that are currently sitting in our sweep funds that are needing to be swept. We will need to go back through the projects to see which ones should be reallocated.
- There is just under \$1,000 to reallocate funds from FY18 projects.
- These funds will have to be reallocated before the end of the month.
- FY17 grants close-out date is August 31, 2019.
- FY18 grants close-out date is September 30, 2019.

- **Discuss the Project Funding Allocations as set forth by EPPC**

- We do not have the final allocations from the state.
- Target allocation was \$1.6 million, with 25% allocated to Law Enforcement.
- The final allocations that the state gave us was for the Carve-out projects and 2019 Regional Priorities.

- The funding committee that was selected went through each individual project line item by line item to determine what project would be cut. As they made certain cuts, adjustments were made for staffing salary line item.
- The final recommended allocation was 29% Law Enforcement.

- **REPAC SME and County Seats**

- There are numerous seats that are coming up for re-nomination. The current handbook state's there are nine seats to be filled by urban counties, and five seats by rural counties, and a single county can only hold three seats. The current roster states that Dallas and Tarrant are only eligible to only fill one of the three county seats. Collin does not have anyone on the council. Denton has one person on the Council but is eligible for two. There are three rural county seats that can be filled by any one of the rural counties.
- Do we really need to continue to vote for county seats? This process is more of administrative function.

Available Seats

- Fire (2)
- Police (1)
- Communications (1)
- Medical / Public Health (1)
- Emergency Management (1)
- County Seats – Dallas, Hood, Palo Pinto, Parker, Somervell, Tarrant
- Urban Area Seats – Dallas

Motion: Kit Marshall, seconded by Tonya Hunter to make the County and the Urban Area seats permanent and non-rotating. The motion carried.

Chair & Vice Chair Seats

Motion: Eric Gildersleeve, seconded by Will Allen to remove the Interim Chair and Interim Vice Chair titles and officially make David McCurdy Chair of REPAC, and Irish Hancock, Vice Chair of REPAC. The motion carried.

Candice will send out the nomination forms for REPAC, REM, member cities requesting nominations for open seats, including alternates.

Mass Casualty TTX Briefing

Alicia Toombs, Olson Group

The MCI Framework planning project was co-sponsored by the NCTTRAC, COG and DHS some gaps identified over the years from AAR through exercises, railroad incidents, etc., as well as through the THIRA/SPR. The framework 1st meeting was February 1st, and we received a lot of great coordination and collaboration from various stakeholders. The main component was received from a series of four workshops. The purpose of the framework is to develop a guidance for how we would respond to a mass casualty incident.

Recovery Project Update

EMWG Chair

Innovated Emergency Management, Inc was chosen as the vendor. This project will result in the creation of a regional framework for North Central Texas, based upon the Department of Homeland Security's National Disaster Recovery Framework, State, Local (Urban & Rural)

recovery documents, best practices, after action review / improvement plan documents which will allow jurisdictions to return to a healthy state following a disaster. The deliverables will be a disaster recovery plan framework, recovery toolkit, recovery summit and recovery exercise.

NCTCOG Updates

NCTCOG Staff

- Chief Kidd will hold a workshop here at the COG
- Remodel and Meeting room update
- New Staff – Braydon Williams, SHSP Grant Coordinator

Committee/Public Comment

Upcoming Events

Complex Coordinated Terrorist Attack (CCTA) Tabletop Exercise	June 13, 2019
Homeland Security Conference	June 17 – 21, 2019
Radiological Workshop	August 1, 2019
Emergency Preparedness Planning Council (EPPC) Meeting	August 15, 2019

Next Meeting:

August 6, 2019
1:30 – 3:30

North Central Texas Trauma Regional Advisory Council – Room 100
600 Six Flags Drive
Arlington, TX 76011

Resources

REPAC website: www.nctcog.org/ep/REPAC

SHSP website: www.nctcog.org/ep/SHSP

EPPC website: www.nctcog.org/ep/EPPC

All Quarterly REPAC meetings unless otherwise noted will occur in the Transportation Council Room from 9:30 a.m. – 11:30 a.m.

2020 Data Points

Required data points:

- Event Name
- City, County, State, and Zip Code
- Venue Address
- Start and End Dates
- Series of Events (Multiple Occurrences of the Same Event)
- Recurring and Annual Event
- Venue Type and Venue Access
- Iconic Venue
- Waterborne Access
- Daily Attendance and Attendance Concentration
- Head of Country and Dignitary Participation
- Event Capabilities
- Championship Game or Series
- Lodging Type, Sanitary Facilities, Transportation, and Meal/Food and Water Sources
- Distance to Nearest Hospital/ER and Time to Nearest Trauma Center
- Infectious Diseases
- Contributor agency and name of event contributor

Optional data points:

- Location, Date, Venue, Attendee, and Event Comments
- Series of Event Dates and/or Frequency of the Event
- Milestone Anniversary Information
- Stadium Type
- Related Events
- Event Organizer
- Law Enforcement Point of Contact Name, Phone Number, and Email Address
- Emergency Management Point of Contact Name, Phone Number, and Email Address
- Public Health Point of Contact Name, Phone Number, and Email Address
- Official, State Sanctioned Participation from Multiple Counties

Optional public health data points:

- Public Health Communication Capabilities
- Public Health Environmental Capabilities
- Public Health Response and Monitoring Capabilities
- Public Health Detection Capabilities
- Public Health Mass Casualty Capabilities
- At-Risk Groups
- Public Health, At-Risk Group, and Infectious Disease Comments
- Historical Daily Temperature
- Inherent Event-Specific Risks
- Community Pandemic Mitigation Strategy
- Substance Abuse

Red: Required data points

Black: Optional data points

Underlined: Updated and/or new data points

If contributors export a list of annual events from 2019, the database will auto-populate most of the columns in the 2020 workbook



**2020 National Special Events Data Call
Contributor Guidance
Office of Operations Coordination
Department of Homeland Security**

Last updated: July 4, 2019

The Department of Homeland Security (DHS) Special Events Program (SEP) wants to thank you for your continued support of the National Special Events Data Call (Data Call)!

We have highlighted some important information below, and included detailed instructions and guidance to help contributors understand each data point in the 2020 Data Call. A condensed version of the Contributor Guidance along with a visual guide, led by “Contributor Connie,” can be downloaded from the Special Events Working Group (SEWG) Community of Interest (COI) on the Homeland Security Information Network (HSIN).

- Similar to the previous Data Call, contributors will submit events to the 2020 Data Call using the National Special Events Database (database), which is accessible via the SEWG COI.
- To make the process easier for contributors, they will have the ability to export their annual events from 2019 and re-use most of the data. Contributors must review/update the pre-populated data, and add the following information: venue address, start and end dates, series of events, Head of Country and dignitary participation, event capabilities, contributing agency, and the name of who submitted the event. If the venue address was provided in the 2019 Data Call, that information will be pre-populated and may be re-used for 2020; for those who did not previously provide this information, it will need to be submitted this year.
- Head of State/Government participation has been re-named to Head of Country participation; this is a name change only and the definition remains the same.
- The order of some data points has changed in order to group related data points together.
- All submitted events must be confirmed by DHS SEP. If contributors do not provide sufficient information, and the event cannot be verified, the event will be rejected and it will not receive a SEAR level.
- When using the Bulk Upload Excel Spreadsheet (workbook) to submit events, please follow the instructions closely. Not following the instructions will create errors in the workbook and the database will not accept events with errors. General guidelines are below:
 - **Fill out all required fields.** The database will not accept events that are missing required fields. Required and often omitted fields include: start and end dates (Columns J-K), series of events (Column L), annual event (Column O), waterborne access (Column U), daily attendance (Column W), event capabilities (Column AC), and public health questions (Columns BE-BM).
 - **When using the workbook, please use the dropdown options, when they are available.** Written responses create errors and may prevent event submission.
- **Please always download the most recent workbook from the database.** Workbooks from previous years **are not compatible** with the database.
- SEP will continue to submit **regular season (only) home games/races** for the following sports: NFL, NBA, MLS, NHL, MLB, WNBA, NWHL, NWSL, NCAA 1 FBS, and select NASCAR races. Contributors should continue to submit preseason, exhibition, and postseason games.

Please contact DHS SEP at OPS.SEWGDATACALL@hq.dhs.gov if you have question or concerns.



**2020 National Special Events Data Call
Contributor Guidance
Department of Homeland Security**

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Name and Location

Column C: What is the name of the event? **(Required)**

Instruction: Enter the official name of the event.

Guidance: Type the official name of the event. The name of the event should be clear and concise, and should not include the year or anniversary of the event.

Contributors should not submit regular season games for the following sports leagues:

- **MLB** (Major League Baseball)
- **MLS** (Major League Soccer)
- **NASCAR** (National Association for Stock Car Auto Racing) races
- **NBA** (National Basketball Association)
- **NCAA Division 1 FBS** (National Collegiate Athletic Association Division 1 Football Bowl Subdivision)
- **NFL** (National Football League)
- **NHL** (National Hockey League)
- **NWHL** (National Women’s Hockey League)
- **NWSL** (National Women’s Soccer League)
- **WNBA** (Women’s National Basketball Association)

DHS will submit **regular season** games/races from these leagues on behalf of the states. Contributors must continue to submit preseason, exhibition, and postseason games and add the league prefix before the event name. For example, instead of submitting “2019 Washington Nationals Spring Training,” please submit “MLB: 2019 Washington Nationals Spring Training.”

Additionally, **please do not submit a venue and/or location as an event.** In those cases, the event will be rejected and it will not receive a Special Event Assessment Rating (SEAR) level.

Column D: In what city will the event be held? **(Required)**

Instruction: Input the name of the city where the event will be held.

Guidance: If the event takes place in multiple cities, enter the city with the largest number of attendees; the additional cities can be listed in Column I (additional location comments). Please do not type “Various” for this data point, as it could delay the review and/or adjudication process. Additionally, if DHS SEP cannot verify the city where the event will be held in, the event will be rejected and it will not receive a SEAR level.

Column E: In what county will the event be held? **(Required)**

Instruction: From the drop down, select the name of the county where the event will be held.

Guidance: If the event takes place in multiple counties, select the county with the largest number of attendees; the additional counties can be listed in Column I (additional location comments).

Column F: In what state will the event be held? (Required)

Instruction: From the drop down, select the state or territory where the event will be held.

Column G: What is the venue address where the event will be held? (Required)

Instruction: Type the street address, street intersection, or latitude/longitude where the event will be held.

Guidance: If the event takes place in multiple locations, enter the location with the largest number of attendees. For events that span over a large geographic area and that may not have a specific address, such as parades and marathons, please provide a route or the address or intersection of the start or finish area.

Column H: In what zip code will the event be held? (Required)

Instruction: Type the zip code of the venue where the event will be held.

Guidance: If the event takes place in multiple locations, enter the zip code with the largest number of attendees.

Column I: Are there any additional location comments?

Instruction: Type comments about the event location; any unique elements about the event's location (not the venue) should be noted here.

Date Information

Column J: What is the start date of the event? (Required)

Instruction: Type the date the event will start in MM/DD/YYYY format.

Guidance: The start date is the first day the event will be open to attendees. Do not include the set-up period.

Column K: What is the end date of the event? (Required)

Instruction: Type the date the event will end in MM/DD/YYYY format.

Guidance: The end date is the last day the event will be open to attendees. Do not include the tear-down period.

Column L: Is this a series of events (multiple occurrences of the same event)? (Required)

Instruction: From the drop down, select whether the event has identical recurrences during the coming year.

Guidance: Indicate if this event is a series of events. **Identical events that occur on separate occasions, with definitive breaks until the next iteration of the event, over a period of time, are considered a series of events.** Examples include a high school team's football games that occur weekly, farmers markets that occur every weekend in the fall, or rallies that occur weekly but on varying days of the week. A single event that spans several consecutive days is not a series of events.

Column M: What are the series of event dates and/or frequency of the event?

Instruction: If you selected "Yes" in the series of events column (Column L), you must:

- Type each individual date the event takes place in MM/DD/YYYY format or
- List the exact or approximate number of occurrences (e.g. 10 occurrences)

Column N: Is this a recurring event? (Required)

Instruction: From the drop down, select whether this event recurs on a regularly scheduled basis, such as semi-annually, annually, or every four years. The event can occur in the same locale (Daytona 500) or it can change locations (Super Bowl, World Cup, and the Olympics).

Column O: Is this an annual event? (Required)

Instruction: From the drop down, select whether the event occurs annually in the same jurisdiction.

Guidance: For an event to be considered an annual event, it must take place in the same jurisdiction annually. For example, the Daytona 500 takes place in Daytona, FL every year, so it should be marked annual. The Super Bowl changes locations annually, so it should not be marked annual. If an event is marked "Yes" for annual, please ensure that it is also marked "Yes" for recurring (Column N).

Column P: Are there any additional date comments?

Instruction: Type comments about the event dates.

Venue Information

Column Q: In what venue type will the event take place? (Required)

Instruction: From the drop down, select which venue type is hosting the event. Only the primary event should be considered for this category.

Guidance: A Stadium is typically a venue for sporting events or concerts, such as arenas, consisting of a field or stage that is partly or completely surrounded by a structure designed to allow spectators to stand or sit and view the event. Examples include professional football and baseball stadiums, and indoor arenas where concerts and other events take place.

A Building is a single fully enclosed structure that allows for meetings, conferences, exhibitions, and other indoor activities. The primary activity and a significant portion of the event must take place inside the building for it to qualify for this venue. Examples include hotels, convention centers, and state capitol buildings.

An Open-Air event takes place outdoors where people congregate for a particular attraction. Examples include parks, gardens, and outdoor amphitheaters.

An Open-Air (Moving) event takes place outdoors where a crowd is spread out over a distance to view a passing event or the crowd moves to various locations to view the event. Examples include parade routes, marathon routes, and golf courses.

Some events contain multiple venues, where an event occurs in more than one venue type. In this case, select the venue type that hosts the largest portion of the daily attendance.

Column R: In what type of stadium is the event taking place?

Instruction: If you selected Stadium in the venue type column (Column Q), select whether the stadium is open, closed, or retractable. If you selected Building, Open-Air, or Open-Air (Moving), select N/A.

Guidance: An open stadium is partially or completely open to air. Examples include most professional baseball and football stadiums, such as Fed Ex Field and Petco Park.

A closed stadium is fully enclosed and does not have the ability to retract the roof of the venue. Examples include domes and arenas.

A retractable stadium has the ability to be open or fully enclosed through a retractable roof. Examples include select professional baseball and football stadiums, such as NRG Stadium and Marlins Park.

Column S: What is the venue access? (Required)

Instruction: From the drop down, select whether the event is unrestricted, moderately restricted, or highly restricted.

Guidance: An Unrestricted event has virtually no access controls or requirements. The event does not employ access point restrictions, allowing attendees to walk into the event unscreened. Unrestricted events may have security personnel and/or law enforcement moving through the event to provide security, but they do not consistently challenge attendees entering the event. Examples include parades, marathons, and street festivals.

A Moderately Restricted event has some security measures placed around the event. A moderately restricted event **MUST** have a defined perimeter that restricts access to specific entry points/check points. The entry point/check point will employ some entry requirement (tickets, bag search, or metal detector). Other areas within the event may have more secure access control (VIP or dignitary sections). Events with moderately restricted access typically utilize security personnel and/ or law enforcement. Other security measures, including detection technology and explosive detection canine teams may be present at the event. Examples include professional sports games and conventions.

A Highly Restricted event has significant security measures placed around the event. The perimeter to the event will be strictly enforced at access points and vendor access locations. The event will either be credentialed, have restricted access, or an access list. It is such that attendees without proper credentials and/or on an access list would be denied access to the event. The event venue will have law enforcement personnel onsite and will possess additional detectors or vehicular patrols. Examples include meetings with government officials, Golden Globes, private funerals for high profile individuals, and the White House Easter Egg Roll.

Column T: Does the event take place at an iconic venue? (Required)

Instruction: From the drop down, select the iconic venue where the event takes place. If the event does not take place at one of the listed iconic venues, select does not apply.

Guidance: If applicable, select one of the iconic venues from the dropdown list. To qualify for this category, the event must start or end at the iconic venue, or the majority of the event must take place at the iconic venue. If your event takes place at multiple iconic venues, please list the iconic venues in the additional venue comments column (Column V).

Column U: Does the event venue have waterborne access? (Required)

Instruction: From the dropdown, select whether a significant portion of the event's perimeter is within 200 feet of a body of water that is navigable by a small power boat.

Guidance: Barriers such as roads, parks, forested areas, and buildings between the water and venue must be reasonably evaluated in order to determine if they would impede a waterborne IED's effectiveness. Additionally, if the body of water is questionable in regards to its navigable status, please check to see if it has reasonable accommodations for small motorized watercraft, such as boat ramps or a marina. Parking lots, and other areas adjacent to the primary venue, do not count as an extension of the event and therefore do not factor into the event's eligibility for waterborne status. Examples of venues with water borne access include fireworks along a river, a ship commissioning, and boat races.

Column V: Are there any additional venue comments?

Instruction: Type comments related to the venue.

Attendance and Attendee Information

Column W: What is the event's daily attendance? (Required)

Instruction: Enter the daily attendance for the event.

Guidance: Type the total daily attendance for the event. Daily attendance is the number of attendees at an event on a given day. Multi-day events should use the most populous day of the event and not the total number of attendees over the course of the event.

Column X: What is the event's attendance concentration? (Required)

Instruction: From the drop down, select the category that best describes the pace and structure of the event on its busiest day.

Guidance: Attendance concentration categorizes events by the largest number of people at the event at any one moment. Each description has some examples of typical events; however, if the event does not follow typical patterns select the correct description and explain the deviation in the comments section.

Category A: An event where the entire daily attendance is present at the same time. These events usually have a set duration of several hours or less and culminate with a single central attraction. Following the attraction's conclusion, the attendance drops dramatically. Typically, this category includes sports games, most concerts, theater shows, firework displays, or events that center around a single culminating event. 90-100 percent of the daily attendance is present at its peak.

Category B: An event where a large portion of attendees are present at the same time but includes several attractions that may distribute the crowds such that they are not all

together at once. These events typically last one or more days, with attendees arriving throughout the day. The event has a main focus, such as a keynote speaker at an industry conference, or the main act at a music festival, but it is not the only significant attraction at the event. Music festivals, industry conferences, and rodeos are examples of this attendance concentration. 65-90 percent of the daily attendance is present at a given point.

Category C: An event where attendees cycle in and out throughout the day consistently. This category includes events that have multiple activities occurring simultaneously or throughout the day. These events have attendees arriving and leaving over the course of the event. They can have a popular “headlining” event, but interest in the event is distributed widely across multiple attractions such that less than 65 percent of the daily attendees are likely to be present at any single time in a single location. Typically, state/county fairs and film festivals fall in this category. Marathons, golf tournaments, and parades also fall into this category due to the physical layout of the event. <65 percent of the daily attendance is present at a given moment.

Column Y: Will a Head of Country participate in the event? (Required)

Instruction: From the drop down, select whether a Head of Country directly participates in the event.

Guidance: Direct participation means that the Head of Country will speak or be otherwise heavily engaged in the event. Simply attending an event does not qualify for Head of Country participation. Examples of Head of Country include:

- President
- Prime Minister
- King (when acting as Head of State)
- Queen (when acting as Head of State)
- Governor-General (when acting on behalf of the sovereign)

Column Z: Will a dignitary participate in the event? (Required)

Instruction: From the dropdown, select whether a tier 1, 2, or 3 level dignitary will directly participate in the event. If no dignitary will participate, select no.

Guidance: Direct participation means that the dignitary will speak or be otherwise heavily engaged in the event. Simply attending an event does not qualify for dignitary participation. If there are five or more dignitaries from tier 2 or 3 participating in the event, dignitary participation should be elevated to the next respective tier. Example: if five or more U.S. Senators are participating in an event, the contributor should submit the event as a tier 1 (instead of a tier 2).

Only people that meet one of the following criteria are classified as dignitaries:

Tier 1

- President-Elect and presidential candidates who are under U.S. Secret Service protection
- Current First Family to include the First Lady and children
- Current Vice President
- Former U.S. Presidents and First Ladies

- Upgrades from Tier 2

Tier 2

- Mayor of one of the Top 10 largest U.S. cities by population (Mayor of Los Angeles)
- Governor of a state or territory (Governor of Oregon)
- Cabinet level official, or a Supreme Court Justice from the U.S. Federal Government
- Member of the Joint Chiefs of Staff
- Member of U.S. Senate
- Upgrades from Tier 3

Tier 3

- Cabinet member, minister, or ambassador from a foreign government (Defense Minister)
- Chief Executive Officer of one of the Top 100 Fortune 500 companies (CEO of Microsoft)
- Chief Executive Officer of one of the Top 25 privately held companies (CEO of Dell)
- U.S. Combatant Commander
- Member of U.S. House of Representatives

Column AA: Are there any additional attendee comments?

Instruction: Type comments related to attendees. Note: all Heads of Country and dignitaries participating in the event must be identified by name and title in this column.

Column AB: Does this event have official, state-sanctioned participation from multiple countries?

Instruction: Select yes or no whether this event has official, state-sanctioned participation from multiple countries. Examples include the Olympics, or meetings of international government representatives.

Additional Event Information

Column AC: Are event capabilities met? (Required)

Instruction: From the drop down, select whether capabilities related to the ability to detect, prevent, protect, or respond to a threat are met for the event. The event capabilities include venue security resources, local emergency response capabilities, mutual aid agreements, standard assistance from state agencies, and typical assistance from local offices of federal agencies.

Guidance: Event Requirements Met by Capabilities. The event has adequate local capabilities, through local mutual aid agreements, and/or state/federal support, to meet the requirements of the event.

Event Requirements Not Met by Capabilities. The event is determined, after exhausting all state/local resources, to have insufficient assets and resources to meet the safety/security requirements of the event. If capabilities are not met, you will need to

provide a summary of the unmet needs. Please indicate the unmet needs in Column AG or send an email to OPS.SEWGDataCall@hq.dhs.gov.

Column AD: Is this year's event a milestone anniversary?

Instruction: Select whether the event is celebrating a milestone anniversary.

Guidance: A milestone anniversary is defined as the 25th anniversary of the event, and each additional quarter of a century anniversary thereafter (50th, 75th, 100th, etc.). Further the milestone anniversary must be widely advertised, known, or branded as a part of the event. Examples include the 100th Indianapolis 500, 125th Boston Marathon, and 100th Macy's Thanksgiving Day Parade.

Column AE: What is the milestone anniversary of this event?

Instruction: If you selected "Yes" in the milestone anniversary year column (Column AD), list the anniversary year.

Column AF: Is this a championship game or series? (Required)

Instruction: Select whether this event is a championship game or series (sports only).

Guidance: A championship or series (sports only) is defined as a contest to determine a national or international champion at the professional or amateur sports level; regional and state championships do not qualify for this category. This competition may consist of a single game/match (Super Bowl) or a series (World Series). Only the championship game or series, and not the entire playoff/qualifying process, qualifies for this category.

Column AG: Are there any related events?

Instruction: Type a list of related events.

Guidance: For two events to be related, they must center on the same attraction or celebration. Examples include:

- Super Bowl and the NFL Experience
- Kentucky Derby, Kentucky Oaks, and Thunder Over Louisville
- Indianapolis 500 and related concerts, races, and parades

Column AH: Are there any additional event comments?

Instruction: Type comments related to the event that have not been mentioned in any other sections.

Points of Contact (POCs)

Column AI: What company, organization, or agency will be the event organizer?

Instruction: Type the name of the organization or agency sponsoring this event. If available, provide a phone number and email address.

Column AJ: What is the law enforcement POC's name/agency?

Instruction: Type the name and agency of the law enforcement POC.

Column AK: What is the law enforcement POC's phone number?

Instruction: Type the telephone number for the law enforcement POC.

Column AL: What is the law enforcement POC's email address?

Instruction: Type the email address for law enforcement POC.

Column AM: What is the emergency management POC's name/agency?

Instruction: Type the name and agency of the emergency management POC.

Column AN: What is the emergency management POC's phone number?

Instruction: Type the phone number for the emergency management POC.

Column AO: What is the emergency management POC's email address?

Instruction: Type the email address of the emergency management POC.

Column AP: What is the public health POC's name/agency?

Instruction: Type the name and agency of the public health POC.

Column AQ: What is the public health POC's phone number?

Instruction: Type the phone number for the public health POC.

Column AR: What is the public health POC's email address?

Instruction: Type the email address for the public health POC.

Column AS: Are there additional comments for event POCs?

Instruction: Type any additional comments for event POCs.

Public Health Information

Column AT: What are the public health communication capabilities supporting the event?

Instruction: Indicate what capabilities exist to quickly communicate messages and information regarding health, safety, sheltering, weather, and personal protective measures. Assume typical/appropriate levels of support from federal, state, and local partners.

Robust Capabilities: The event/community has robust capabilities and collaboration through community media and local mutual aid agreements to easily meet the requirements of the event. Communication capabilities through multiple mediums (television, radio, Internet) exist, and work in concert. These capabilities have been tested in exercises and/or health incidents. This includes web based notification systems like NIXEL or telephonic community notification systems.

Enhanced Capabilities: The event/community has enhanced capabilities and collaboration through community media to comfortably meet the requirements of the

event. At least one form of community outreach (television, radio, Internet) is well established, and has been tested in exercises and/or health incidents.

Modest Capabilities: The event/community has modest capabilities and collaboration through community media to adequately meet the requirements of the event. Some level of community outreach exists, and the processes for executing the outreach are known to public health authorities.

Limited Capabilities: The event has limited capabilities to communicate to participants within the event. Some communication exercises and/or planning discussions have taken place to familiarize event planners with communication capabilities. Collaboration efforts with the local community are minimal or non-existent.

Minimal Capabilities: The event has minimal or non-existent communication capabilities, and has no plan to disseminate important information to event participants or the local community.

Column AU: What are the public health environmental capabilities supporting the event?

Instruction: Indicate what capabilities exist to provide 24/7 environmental health services. Assume typical/appropriate levels of support from federal, state, and local partners.

Robust Capabilities: The event/community has robust capabilities for providing environmental care 24/7. These capabilities, enhanced through mutual aid agreements, cover the gamut of potential environmental safety needs: food/water, HAZMAT, sanitation, animal control, etc. All responders are credentialed or registered in their respective fields, have trained for responding to large scale incidents, and maintain a 24/7 readiness posture.

Enhanced Capabilities: The event/community enhanced capabilities for providing environmental health services. These capabilities, enhanced through mutual aid agreements, cover some potential environmental safety needs: food/water, HAZMAT, sanitation, animal control, etc. Responders are credentialed or registered in their respective fields, have awareness of large scale incident response, and maintain a quick deployment capability.

Modest Capabilities: The event/community has modest capabilities for providing environmental health services. These capabilities, enhanced through mutual aid agreements, address at least one of the following needs: food/water, HAZMAT, sanitation, animal control, etc. Responders have some training and experience in their respective fields and can be deployed outside of normal business hours.

Limited Capabilities: The event has limited capabilities for providing environmental health services. These capabilities, limited to the event venue, address at least one of the following needs: food/water, HAZMAT, sanitation, animal control, etc. Collaboration efforts with the local community are minimal or non-existent.

Minimal Capabilities: The event has minimal or non-existent environmental health services, and has no plan to leverage assets through the local community.

Column AV: What are the public health response and monitoring capabilities supporting the event?

Instruction: Indicate what capabilities exist to respond to public health emergencies and monitor cases of disease, injury, and death. Assume typical/appropriate levels of support from federal, state, and local partners.

Robust Capabilities: The event/community has robust capabilities for responding to public health emergencies and monitoring evolving public health incidents. These capabilities, enhanced through mutual aid agreements, are prepared to deal with public health incidents and incidents resulting in numerous fatalities/injuries. Additionally, public health responders have detection and surveillance capabilities and the ability to collect and assess information pertaining to the incident. These capabilities are extensive, and responders are equipped to manage incidents of various sizes and origins.

Enhanced Capabilities: The event/community enhanced capabilities to detect and respond to potential large scale public health incidents. These capabilities, enhanced through mutual aid agreements, include some of the following capabilities: disease screening, biological/chemical/radiological HAZMAT response teams, and clinical/public health laboratories. Responders and staff have training and planners have exercised these capabilities at some level. Community leaders are able to reach out to federal partners to facilitate rapid response with specialized resources and personnel.

Modest Capabilities: The event/community has modest capabilities to detect and respond to potential large scale public health incidents. These capabilities, enhanced through mutual aid agreements, have some capabilities dealing with disease screening, biological/chemical/radiological HAZMAT response teams, and clinical/public health laboratories. Responders and staff have training to deal with incidents of this nature. Community leaders are aware of the processes to reach out to federal partners to facilitate rapid response with specialized resources and personnel.

Limited Capabilities: The event/community has limited capabilities to detect and respond to potential large scale public health incidents. These capabilities are primarily found within the existing public health capabilities and possess only limited training to deal with biological/chemical/radiological HAZMAT incidents. Responders and staff have some training to deal with incidents of this nature.

Minimal Capabilities: The event/community has minimal or non-existent capabilities to detect and respond to potential large scale public health incidents, and has no plan to leverage assets through the regional community.

Column AW: What are the public health detection capabilities supporting the event?

Instruction: Indicate what capabilities exist to quickly detect and respond to potential health threats, including disease outbreaks; biological, chemical, or radiological agents; and other environmental hazards. Assume typical/appropriate levels of support from federal, state, and local partners.

Robust Capabilities: The event/community has robust capabilities to detect and respond to potential large scale public health incidents. These capabilities, enhanced through mutual aid agreements, include disease screening, biological/chemical/radiological HAZMAT response teams, and clinical/public health laboratories. Responders and staff

have extensive training and have exercised these capabilities. Community leaders have established relationships with federal partners to facilitate rapid response with specialized resources and personnel.

Enhanced Capabilities: The event/community enhanced capabilities to detect and respond to potential large scale public health incidents. These capabilities, enhanced through mutual aid agreements, include some of the following capabilities: disease screening, biological/chemical/radiological HAZMAT response teams, and clinical/public health laboratories. Responders and staff have training and planners have exercised these capabilities at some level. Community leaders are able to reach out to federal partners to facilitate rapid response with specialized resources and personnel.

Modest Capabilities: The event/community has modest capabilities to detect and respond to potential large scale public health incidents. These capabilities, enhanced through mutual aid agreements, have some capabilities dealing with disease screening, biological/chemical/radiological HAZMAT response teams, and clinical/public health laboratories. Responders and staff have training to deal with incidents of this nature. Community leaders are aware of the processes to reach out to federal partners to facilitate rapid response with specialized resources and personnel.

Limited Capabilities: The event/community has limited capabilities to detect and respond to potential large scale public health incidents. These capabilities are primarily found within the existing public health capabilities and possess only limited training to deal with biological/chemical/radiological HAZMAT incidents. Responders and staff have some training to deal with incidents of this nature.

Minimal Capabilities: The event/community has minimal or non-existent capabilities to detect and respond to potential large scale public health incidents, and has no plan to leverage assets through the regional community.

Column AX: What are the public health mass casualty capabilities supporting the event?

Instruction: Indicate what capabilities exist to respond to a mass casualty incident (e.g. blasts, building collapses, crowd stampedes, severe weather, and geophysical hazards/events such as earthquakes and volcanic eruptions). Assume typical/appropriate levels of support from federal, state, and local partners.

Robust Capabilities: The event/community has robust capabilities to respond to mass casualty incidents. These capabilities, enhanced through mutual aid agreements, include mass care capacity at hospitals, public emergency shelters, and extensive surge capacity personnel (both medical and disaster response). Community training and exercises have been employed for medical counter measure dissemination, hazardous weather forecasting, and other public health/community partnership efforts. Community leaders have established relationships with federal partners to facilitate rapid response with specialized resources and personnel.

Enhanced Capabilities: The event/community enhanced capabilities to respond to mass casualty incidents. These capabilities, enhanced through mutual aid agreements, include moderate mass care capacity at hospitals, public emergency shelters, and medical surge capacity personnel. Emergency responders are prepared to assist communities with medical counter measure dissemination, hazardous weather forecasting, and other public health outreach efforts. Community leaders are able to reach out to federal partners to facilitate rapid response with specialized resources and personnel.

Modest Capabilities: The event/community has modest capabilities to respond to mass casualty incidents. These capabilities, enhanced through mutual aid agreements, include limited mass care capacity at hospitals, public emergency shelters, and medical surge capacity personnel. Emergency responders will assist communities with outreach efforts. Community leaders are aware of the processes to reach out to federal partners to facilitate rapid response with specialized resources and personnel.

Limited Capabilities: The event/community has limited capabilities to respond to mass casualty incidents. These capabilities include limited mass care capacity at hospitals and medical surge capacity personnel. Emergency responders will assist communities with outreach efforts.

Minimal Capabilities: The event/community has minimal or non-existent capabilities to respond to mass casualty incidents, and has no plan to leverage assets through the regional community.

Column AY: What at-risk group is attending the event?

Instruction: Select the at-risk group that will comprise a significant portion of the event attendance on any given day.

- <18 years of age: >50 percent of attendees are less than 18 years of age
- Pregnant women: Significant proportion of attendees are pregnant women
- Functional needs: >30 percent of attendees have functional needs (e.g. impairments in mobility, vision, hearing, mental capacity, and/or ability to communicate)
- Origination - Domestic: A significant portion of the event attendees will be converging on the event from across the U.S.
- Origination - International: A significant portion of the event attendees will be converging on the event from around the world, particularly attendees that come from an area with an active disease outbreak (e.g. attendees from Saudi Arabia during the Middle East Respiratory Syndrome - Coronavirus, or MERS-CoV, outbreak)
- Extensive livestock contact: Significant proportion of attendees will be in close and continuous contact with livestock and other animals
- Other: Other special characteristics or vulnerabilities not listed above

Column AZ: Are there any additional public health comments?

Instruction: Type any comments regarding public health capabilities.

Column BA: Are there any additional at-risk group comments?

Instruction: Type any comments related to at-risk groups.

Column BB: What is the average historical daily temperature for the event period?

Instruction: Provide, in degrees Fahrenheit, the average daily temperature for the event period. This enables public health/safety planners to predict heat or cold related injuries/illnesses.

Column BC: If applicable, what are the inherent event-specific risks?

Instruction: Specify any inherent event-specific risks, such as: low flying aircraft, high speed vehicles in close proximity to attendees, and pyrotechnic/fireworks use.

Column BD: What is the lodging type at the event? (Required)

Instruction: From the dropdown, select the primary type of lodging that will be provided or used during this event.

- Dormitory/barracks
- Individual rooms in consolidated facility
- Multi-tenant suites
- Wilderness/tent/remote cabin
- None required/independent housing arrangements

Column BE: What is the meal/food sourcing for the event? (Required)

Instruction: From the drop down, select the primary source of food that will be provided or available at the event.

- Single-source/universal food supply (e.g. a single primary source of food for an event, such as a cafeteria, chow hall, and prepared box lunches)
- Self-prepared communal (e.g. communal cooking areas where attendees prepare food for small groups, such as Boy Scout camp site and shared kitchen)
- Self-prepared individual (e.g. kitchenette in a dormitory room or apartment)
- Multi-source (food trucks/booths)
- None (e.g. no food will be available at the event and/or attendees will provide their own)

Column BF: How will water be supplied for this event? (Required)

Instruction: From the drop down, select how water will be supplied for this event.

- Bulk potable (bulk water supply such as military style water buffalos or coolers)
- Natural (springs/cisterns/self-purified)
- Organic public source (water fountains)
- Distributed bottled water
- None or self-provided

Column BG: What type of sanitary facilities will be in place for the event? (Required)

Instruction: From the drop down, select the type of sanitary facilities that will be used at the event.

- None/primitive (slip trenches/privies/outhouses)
- Portable toilets
- Communal/public
- Semi-private (a bathroom facility serving a small group such as between adjoining dormitory rooms)
- Private

Column BH: How will attendees be transported to the event? (Required)

Instruction: From the drop down, select the primary mode of transportation that will be used to arrive at the event.

- Event specific shuttles
- Public transportation
- Private individual transportation

Column BI: What is the distance to the nearest hospital/ER (in miles)? (Required)

Instruction: From the drop down, select, in miles, the distance to the nearest hospital with emergency room facilities.

- 40+
- 31-40
- 21-30
- 11-20
- <10

Column BJ: What is the time to the nearest level 1 or 2 trauma center? (Required)

Instruction: From the drop down, select the travel time to the nearest level 1 or level 2 trauma center.

- 2+ hours
- 1.5-2 hours
- 1-1.5 hours
- 30 minutes-1 hour
- <30 minutes

Column BK: Is there a community pandemic mitigation strategy?

Instruction: Select whether there is a community pandemic mitigation strategy.

Column BL: Are there any specific infectious diseases that may pose a health risk to the population attending the event? (Required)

Instruction: From the drop down, select whether any infectious disease (e.g. flu, Zika, etc.) may pose a public health risk to the event's attendees.

Column BM: What infectious diseases pose the biggest risk to the event?

Instruction: Type which infectious diseases (e.g. flu, Zika, etc.) pose the greatest risk to the event.

Column BN: Is event-related substance abuse likely to stress local healthcare capabilities?

Instruction: Select whether any event-related substance abuse will stress local healthcare capabilities.

Contributor Information

Column BO: Which type of contributor submitted the event to the Data Call? (Required)

Instruction: From the drop down, select the type of contributor that submitted the event to the Data Call.

Column BP: What agency or department is the contributor affiliated with?

Instruction: If you selected “Other Federal” or “State/Territory” for Column BO, type the agency or department that the contributor is affiliated with. Examples include Texas Department of Public Safety, Washington Fusion Center, Virginia State Police, etc.

Column BQ: Who submitted the event to the Data Call? (Required)

Instruction: Type the name of the contributor who submitted the event to the Data Call.