2020 Data Call Kickoff Conference Call

July 2019

Special Events Program

Office of Operations Coordination

Homeland Security

DHS Special Events Program

- DHS Special Events Program is the sole federal entity that coordinates the identification, risk assessment, information sharing, and support for special events not designated as National Special Security Events
  - Information collection: Over 17,000 events are voluntarily submitted to the Data Call by local, state, and federal authorities each year
  - Risk assessment: Voluntarily submitted events are analyzed using the Special Event Assessment Rating (SEAR) Methodology. Following the risk analysis, the submitted events receive a SEAR level that defines five levels of risk with 1 being the highest (e.g. SEAR 1). Most federal agencies use the SEAR level as the primary determinate of support to special events.
  - Interagency information sharing: DHS Special Events Program, through the SEWG, communicates critical event information
  - Coordination: All SEAR 1 and select SEAR 2 special events receive enhanced levels of coordination, which may include the appointment of a Federal Coordinator or Federal Coordination Team and an accompanying Federal Coordinator Support Cell

2020 Data Call

- The Data Call is an annual process that relies on the voluntary participation of 56 states and territories to collect information on events occurring in their jurisdictions
- The SEAR Methodology, a risk-based analytical approach, is applied to all events submitted to the Data Call
  - As long as the basic ("required") event information is provided, and the event meets the definition of a special event, the DHS Special Events Program will accept the event
  - The five SEWG Co-Chairs review the event information and results of the analysis, and adjudicate SEAR levels for all special events submitted to the Data Call
  - SEAR levels are shared with the state hosting the event, SEWG, and other federal partners
- Events submitted outside of the Data Call are called short-notice events. Short-notice events undergo the same analytical and adjudication process as those submitted during the Data Call.
- Homeland Security Advisors (HSA), or their proxies, are the ultimate authority for their state's participation in the Data Call and are also the sole approving authority for granting event contributors access to the SEWG COI on HSIN.
  - A contributor audit was completed on July 3, 2019

SEAR Methodology Updates

- Risk model uses a quantitative and qualitative approach to determine the relative risk of each special event
- SEAR Methodology and criteria are reviewed every year and the SEWG Co-Chairs approve all changes
- As a result of the most recent annual review, completed in June 2019, the SEAR Methodology underwent minor revisions/updates

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~~

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Database

- Starting with the 2019 Data Call, contributors submitted their events using the National Special Events Database, hosted on the SEWG COI on HSIN
- One of the goals of the database was to make event submission easier for contributors. Some of the features include:
  - Ability to export your 2019 annual events (and corresponding data) and have the database auto-populate most of the columns in the Bulk Upload Excel Spreadsheet (workbook)
  - Viewing the status of SEAR level adjudication
  - Receiving confirmation messages when events are successfully submitted
  - Saving draft events
  - Providing specific error messages when events, submitted via the workbook, have errors in the data
- DHS Special Events Program will provide detailed guidance, instructions, and videos to help contributors navigate the database

Database

- Contributors can choose to export their annual events from 2019 and have the database auto-populate most of the columns in the 2020 workbook. For annual events, contributors will need to:
  - Fill out the following columns: venue address, start and end dates, series of events, Head of Country and dignitary participation, event capabilities, points of contact (optional), public health capabilities (optional), contributing agency, and name of who submitted the event
  - Review the auto-populated columns and update the information, as necessary
- A blank workbook will still be available for download from the SEWG COI on HSIN for those states/territories that did not provide events in 2019, contributors who choose not to use the export feature, and for non-annual events.

Submission Tips

- When using the 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.
  - **Fill out all the required fields**. The database will not accept events that are missing required fields.
  - When using the workbook, please **use the dropdown options** when they are available. Written responses will create errors and prevent event submission.
  - **Do not manipulate the workbook** by adding, deleting, or editing columns.
- **Always download the most recent workbook from HSIN**. Workbooks from previous years are not compatible with the database.
  - Exporting annual events, and re-using the information, will be the easiest way to submit annual events.
- **DHS Special Events Program will continue to submit regular season home games/races** for the following sports: NFL, NBA, MLS, NHL, MLB, WNBA, NWHL, NCAA 1 FBS, and NASCAR (Monster Energy Cup, Xfinity, and Camping World Truck Series). Contributors should continue to submit preseason, exhibition, and postseason games.

Frequently Asked Questions

- Who do I report this information to?
  - Candice Forsyth, using either the blank workbook or the annual events workbook provided by DHS and distributed by Candice Forsyth.
- What if I don't know the date of an event?
  - You can use a placeholder / anticipated date and update the date later on.
- Which data points do I need to complete?
  - AT LEAST the required data points must be complete or the event will be rejected. ALL data points affect the SEAR level of an event/the FEMA Risk Methodology, so you should strive to fill in all data points.
- What if I don't know what to select / input for a data point?
  - Use the contributor guidance and/or select the option that best fits your event.
- What's the minimum threshold for an event to be reported?
  - DHS has stated there are "no criteria or threshold for the submission of an event to the Data Call." FEMA has indicated if an event is important to you, it's important to them. *Please report ALL events*.
- Do I have to report all events now, or can I wait?
  - Only those events reported by September 12 are guaranteed to be included in the FEMA Risk Methodology. Therefore, if you have enough information to fulfill at least the required data points, you should report all events now, even if you need to use a placeholder date.

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