Cal COP Events Checklist

A guide to getting set up to use Cal COP for situational awareness during planned events

Pre-Event Activities

✓ **Enter Event Data**

Enter as many events as will be useful to you. For a one-day concert, this may be just adding that one concert as an event. For a music festival or large sporting event, it may mean adding 40 events across occurring throughout a week or more.

> ✓ Are your events in a spreadsheet already? Send them to your Cal COP Project Manager for quick and easy upload all at once!

✓ **Create a Tag**

Using tags lets you group events together for easy tracking, reference, and reporting. Create a tag for a one-day festival with multiple events throughout the day or for an entire season of sports games.

✓ **Populate Asset Data**

Determine which assets are critical to you—should an incident occur at your event, these are the assets about which you'll need to know. This could include just assets that host an event, or it could be as granular as all assets in the event perimeter. Verify that all these assets are in Cal COP and have any needed information on their asset record pages.

> ✓ Need even more in-depth information on a particularly critical asset? Consider conducting an assessment on that facility before your event.

✓ **Deploy Mobile Haystax**

Decide how you want to use the field reports app—who do you want to send data from the field? What data do you want collect? Once you know who will be using the app, have them download and test the app prior to the event. Provide them with guidance on what data you'd like them to collect and how often you want them to submit reports.

> ✓ Need to collect data different from that in the dropdown options in field reports? Talk to your Cal COP Project Manager about adding a new configuration specific to your needs.

> ✓ Want to see the location of your field reporters or other Mobile Haystax users? Ask them to enable location sharing in the settings menu.

✓ **Set up Threat Streams**

Identify any event-specific data feeds you may want to bring into Cal COP for use during the event, as well as any generally applicable feeds that would yield relevant information during the event. If support is needed to connect the feeds, work with your Cal COP Project Manager as early as possible to allow time for the feeds to be connected to Cal COP.

After your feeds are connected, create as many threat stream filters as needed for different types of Cal COP users or one threat stream for everything related to your event, whichever approach

works best for your event and users. Set your threat stream filters up in advance of the event to allow for time to adjust your keywords and refine the results you'll see on event day.

✓ Add Map Layers

If you have maps related to your event, upload them into Cal COP, reaching out to your Cal COP Project Manager for more complex layers as needed. Adding map layers is an easy way to understand where road closures, command posts, check points, or other critical places are within your event footprint. Also consider adding more broadly applicable map layers such as Reporting Districts or critical pipelines.

After your map layers are in Cal COP, be sure to open them and save your view as your default view. Consider also including in your saved view any other you may want to immediately access upon opening Cal COP during your event, such as recent Field Reports and Incidents.

✓ Assign Roles and Responsibilities

Now that you know the next steps on the path to using Cal COP for situational awareness during events, determine who will be leading which of the above efforts. Set timelines in conjunction with your Cal COP Project Manager to ensure that they can support you whenever necessary.

Activities During the Event

✓ Monitor Threat Streams and Map

Having one monitor display the threat streams and one display the map will provide the best view of all live data coming into your Cal COP site during an event. The threat streams will show filtered articles coming in, using the keywords to bring the most important items to the top of your list. The map will let you understand what is happening within and around your event location.

✓ Create Incidents

Designate a user(s) the task of creating incidents during the event. The user(s) should watch the threat streams for any articles that should be promoted into incidents, and also be engaged with conversations in the command center so they can create Incidents based on outside data sources. Incidents should be updated with any new information as it comes in, including linked to additional threat stream articles, and then closed when appropriate.

✓ Submit Field Reports

Utilize as many field reports users as necessary to ensure thorough coverage of your event. Provide the users with clear instructions as to what they should submit and from where, as well as how often they should submit status checks when there's no other specific information to submit. Ensure you have their contact numbers, so you can reach them in the field if necessary.

Post-Event Activities

✓ Generate Reports

When it's time to report out on your event or create an after-action report, streamline your efforts by using the reports within Cal COP. The incident and field report apps provide reporting options on the primary list page.