

California Special Events Statewide Situational Awareness Standard Operating Procedure

For:

Cal COP Stakeholders

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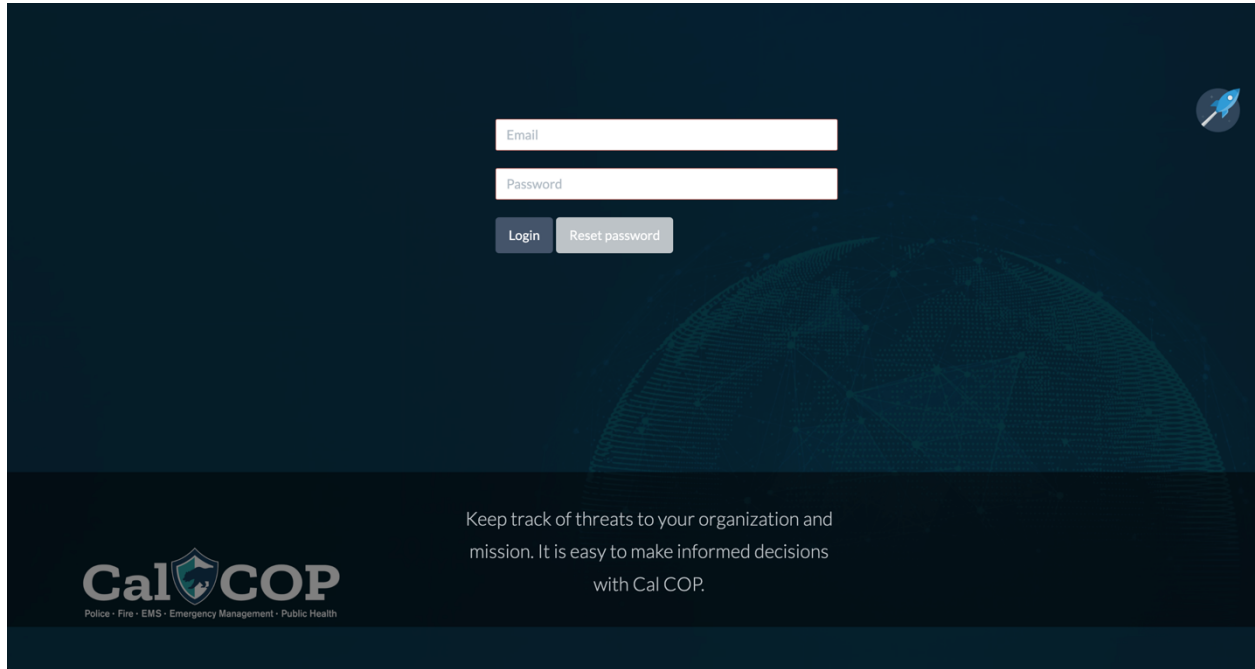
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1 Objective

The California Special Events Statewide Awareness Standard Operating Procedure (SOP) provides guidance on using the California Common Operating Picture (Cal COP) for Threat Awareness to provide local, regional, and statewide situational awareness of significant, high-profile, and/or culturally important special events taking place throughout California.



2 Audience

The intended audience for this SOP includes agencies with responsibility for public safety at local, regional, and/or statewide special events. Examples include:

Local jurisdiction:	Police Department, Public Safety Office or Sheriff's Office
Region:	Regional Fusion Center
State:	State Fusion Center in coordination with Cal OES CIP Division

3 Event Manager

The Event Manager is responsible for identifying, prioritizing, and managing a list of special events. An Event Manager can be a division, unit, or person responsible for identifying special events within the agency's area of responsibility. Examples of such divisions, units, or persons include the Emergency Services Division, Homeland Security Unit, Special Event Unit, or DHS-designated role within the agency.

4 Definition of Special Event

The definition of a special event may differ between jurisdictions based on local demographics. While each jurisdiction will maintain independent authority to identify special events, the following parameters are offered as guidance:

- Events with large gatherings proportional to the size of the local jurisdiction, e.g., sporting event (professional or recreational), concert, or performance.
- Events with dignitaries in attendance, e.g., campaign speech or ceremony opening.
- Events of local, regional, or national significance, e.g., local Turkey Trot, 4th of July Fireworks, or annual street fair.
- Events with complex security considerations, e.g., national/international political convention, sporting event, or cross-jurisdictional event, such as a statewide cycling race or marathon.

Special events spanning multiple days or locations should have each discrete event entered into the Cal COP system separately. A tag should be assigned to all those discrete events to enable them to be identified as part of the overarching event. Tags can be used to filter on the event list and the map.

For example, the Super Bowl is an occurrence spanning multiple days and locations. The Pro Football Hall of Fame Super Bowl Luncheon would be entered as a single event in Cal COP with the tag “Super Bowl 50,” as in the image to the right. Each event with that tag would then be able to be found by searching for the assigned tag on the map and event list.

Event overview

Template: DHS Special Events

Name: Pro Football Hall of Fame Super Bowl Luncheon

Start date: 2016-02-05 11:00 am

End date: 2016-02-05 02:00 pm

Address: 333 O'Farrell Street
Address 2: San Francisco
California
94102

County: San Francisco

Tags: Add a tag (super bowl 50)

Permissions: Add a permission

Buttons: Cancel, Save

5 Exception

The California Governor's Office of Emergency Services' Critical Infrastructure Protection Unit is responsible for gathering California's federally mandated list of events considered a National Special Security Event and given a Special Event Assessment Rating (SEAR). This procedure does not replace the existing statewide data call for SEAR events. To support that process, Haystax has updated the event template in Cal COP to align with the template used by the Department of Homeland Security for National Special Security Events.

6 Prerequisites

1. The Event Manager must have an active Cal COP account and access to Cal COP via the internet at <calcop.haystax.com>. To request a Cal COP account, visit <calcop.org> and select Request Account.
2. Regions should define roles and responsibilities between local and regional agencies.

7 Procedure—Create Event

1. Identify upcoming special events that span multiple days and locations.
It's recommended to enter special events up to 6 months in advance.
2. Login into Cal COP.
3. From dashboard page, select Events in the lefthand menu. Use the plus sign in the top right corner to create a new event.



4. Event Overview: Fill in empty fields with requested information. Click the question marks to get further explanation of what should be included. All fields with a red dot are mandatory, but as much information as possible should be included. Tags can be added by typing in information and clicking Add. Multiple tags can be used. Permissions are added the same way and control who can see and change this event. You may add individual users, groups, or your tenant. Click Save.

The screenshot shows the 'Event overview' form. It has a title bar with a close button. The form contains several sections: 'Template' with a dropdown set to 'DHS Special Events'; 'Name' with a text input and a question mark icon; 'Start date' and 'End date' with date pickers and red dot icons; 'Address' with multiple text inputs for 'Address', 'Address 2', 'City', 'State' (a dropdown), and 'Postal code', each with a red dot icon and a question mark icon; 'County' with a dropdown and a red dot icon; 'Tags' with a text input, an 'Add' button, and a red dot icon; and 'Permissions' with a text input, an 'Add' button, and a red dot icon. At the bottom right are 'Cancel' and 'Save' buttons.

5. Enter additional details by clicking the pencil icon next to details.

The screenshot shows a dashboard with several sections. The 'OVERVIEW' section on the left contains fields for Name (Test Event), Start Date (2021-07-04 12:00 AM), End Date (2021-07-05 12:00 AM), Address (201 University Ave, Alameda, California 94710), Country, Tags (test), Created by (aparish+ca@support.haystax.com), and Permissions (Tenant). The 'DETAILS' section is currently empty, and a pencil icon in its top right corner is circled in red. To the right is a 'LOCATION' map of the United States. Below these are sections for 'POINTS OF CONTACT', 'LINKED DATA' (with a search bar), and 'ACTIVITY LOG'.

6. All items with a red dot are required and additional info can be found by clicking the question mark next to each item.

The 'Event details' modal form contains four main sections: 'Location Comments' with a text input field and a question mark icon; 'Series Of Events' with a dropdown menu, a red dot, and a question mark icon; 'Frequency Of Event' with a dropdown menu, a red dot, and a question mark icon; and 'Recurring' with a dropdown menu, a red dot, and a question mark icon.

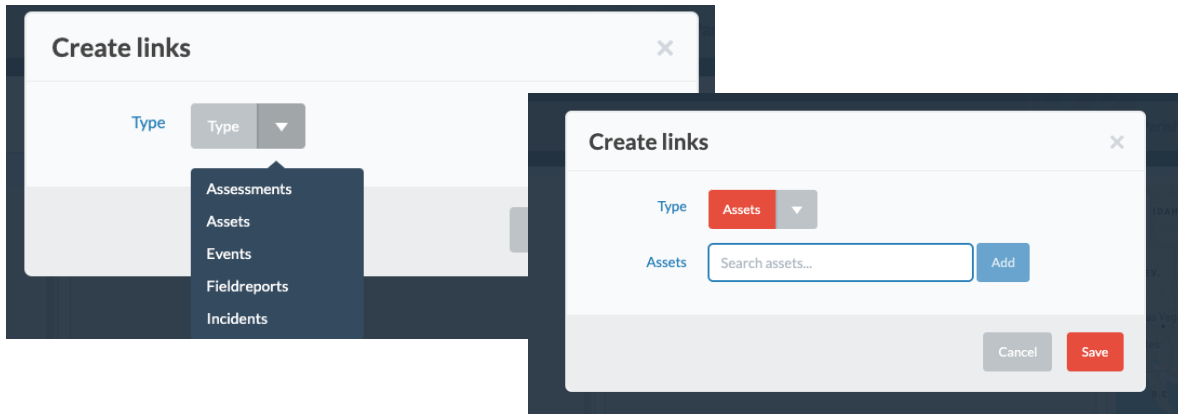
7. Once all fields are complete, Click Save.

The bottom of the modal shows a 'Rejected Reason' text input field. Below it are two buttons: 'Cancel' and 'Save'. The 'Save' button is circled in red.

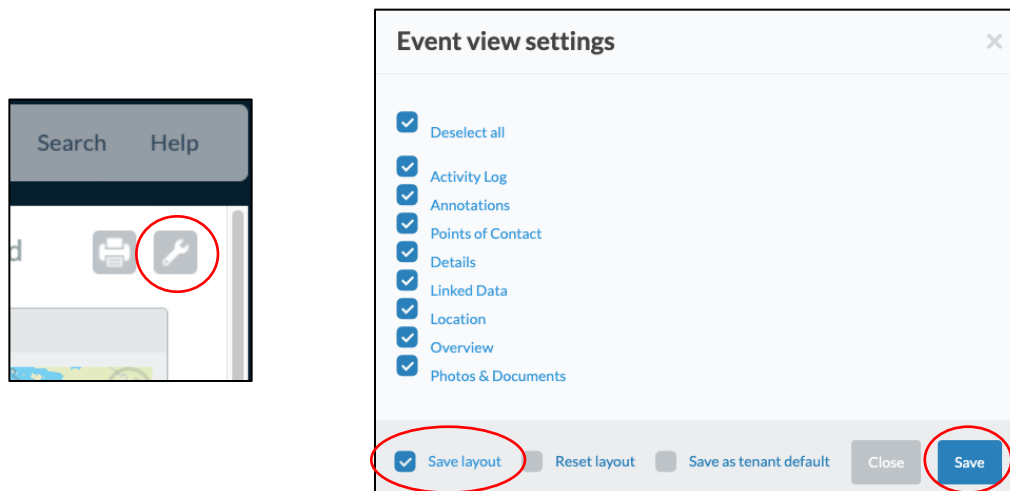
8. Add Points of Contact, Annotations, Linked Data, and Photos/Documents by selecting the plus symbol in the top right corner of the widgets.

The screenshot shows four widgets arranged in a grid. Each widget has a plus icon in its top right corner, which is circled in red. The 'POINTS OF CONTACT' widget has a table with columns Name, Title, Phone, and Email, and a message 'No data available in table'. The 'ANNOTATIONS' widget has a message 'No annotations to display'. The 'PHOTOS / DOCUMENTS' widget has a message 'No photos or documents to display'. The 'LINKED DATA' widget has a search bar and a message 'No links to display. Click on the plus icon to create a link.'.

9. Make sure to link your assets to your event. To do this, press the plus sign next to linked data and choose asset. Click Save. Then search for your asset and highlight the correct one. Click Add and then Save. This will link your asset to your event and be visible under linked data in both sections. If the asset for which you are looking has not yet been created, you will need to create it first. Assessments, other events, field reports, and incidents can also be linked using this method.



10. The widgets can be moved around the screen to any layout you prefer. You may also save the layout or reset the layout by clicking on the wrench in the top right corner under the Help feature. After selecting the wrench to change settings, you can select which widgets you would like to display. Choose save layout to keep your settings, and then click Save.



If you have any questions regarding this SOP, please contact your Cal COP Administrator. For a list of Cal COP Administrators, visit calcop.org/contacts/.