

SPECIAL EVENTS COORDINATION

I. Purpose

This Directive identifies the roles and responsibilities of Department of Homeland Security (DHS) components that support the DHS Special Events Program (SEP).

II. Scope

This Directive applies throughout DHS and is designed to address special events that are not designated as National Special Security Events (NSSE).

III. Authorities

- A. Title 6, United States Code, §§ 111, “Executive department; mission,” & 112, “Secretary; functions”
- B. Homeland Security Presidential Directive-5, “Management of Domestic Incidents,” as amended
- C. Presidential Policy Directive-8, “National Preparedness”
- D. Presidential Policy Directive-22, “National Special Security Events”
- E. DHS Delegation No. 21000, “Delegation of Authority to the Director of the Office of Operations Coordination and Planning,” May 29, 2012

IV. Definitions

- A. **Federal Coordinator (FC)**: Federal executive appointed by the Secretary of Homeland Security who serves as the Secretary’s personal representative for certain Special Events Assessment Rating (SEAR) events.
- B. **National Special Security Event (NSSE)**: Government or privately sponsored events or gatherings of national significance, designated by the Secretary of Homeland Security, that are deemed to be potential terrorist targets requiring the counterterrorism capabilities of the federal government.

C. **Special Event:** An organized, pre-planned occurrence that causes people to gather together in sizeable numbers. Special events typically include sporting events and other contests, festivals, parades, conventions, dedications, memorials, high-profile federal meetings, visits by government officials, and visits by international dignitaries or heads of state.

D. **Special Event Assessment Rating (SEAR) Level:** The rating given to a special event by the Department of Homeland Security as a result of the analysis of the data submitted by state, local, territorial, and tribal authorities. The rating ranges from 1 (highest) to 5 (lowest) and is based on various factors including, but not limited to: the size of the expected crowd, participation of high-profile individuals, type of event, and iconic status of the event.

E. **Special Event Assessment Rating (SEAR) Events:** Those preplanned special events below the level of NSSEs which have been submitted via the annual National Special Event Data Call. The majority of these events are state and local events that may require support augmentation from the federal government.

F. **Special Events Program (SEP):** A section within OPS that is responsible for the administration of the Special Events Working Group (SEWG), support of appointed FCs, and the coordination of special events across the federal government.

G. **Special Events Working Group (SEWG):** An interagency forum that ensures comprehensive, coordinated interagency awareness of, and federal support to, special events. This working group facilitates special event information sharing and provides the network through which resources can be identified to satisfy shortfalls in capabilities regarding major special events.

H. **Special Events Working Group (SEWG) Co-Chairs:** There are four Co-Chairs who are designated representatives from the DHS Office of Operations Coordination and Planning (DHS OPS), U.S. Secret Service (USSS), Federal Emergency Management Agency (FEMA), and DHS National Protection and Programs Directorate (NPPD). A fifth Co-Chair is allocated to the Department of Justice, which at its discretion may assign a representative from the Federal Bureau of Investigation (FBI) to serve as a Co-Chair to the SEWG. The Co-Chairs may, at their discretion and unanimous agreement, invite additional entities to provide representatives to serve as Co-Chairs, as appropriate.

V. Responsibilities

A. The **Secretary** exercises ultimate authority and responsibility for DHS with respect to coordinating federal support to SEAR-rated special events and

appointing Federal Coordinators.

B. The **Assistant Secretary of the Office of Intergovernmental Affairs** supports the SEP by coordinating with state and territorial Homeland Security Advisors in order to encourage their participation in the annual special events data calls, promotes the SEP, and relays Departmental special events guidance.

C. The **Assistant Secretary of the Office of Policy** supports the SEP by providing technical expertise and analytical support for the SEAR risk methodology as necessary, to include modifications and updates to the data analysis for the methodology; assisting with the assessment of aberrant or atypical special events results from state, local, tribal, and territorial entities; and advising the SEP regarding DHS-wide risk analysis developments and directives.

D. The **Director of the Office of Operations Coordination and Planning (OPS)** oversees and manages the SEP, including the facilitation of the SEWG, reviewing and updating the SEAR event analysis methodology, supporting the SEWG Co-Chairs and Federal Coordinators, and providing recommendations to the Secretary concerning the appointment of Federal Coordinators for special events. The Director of OPS promulgates instructions, operating procedures, and other documents as necessary to carry out this directive.

E. The **Federal Coordinator (FC)** serves as the personal representative of the Secretary of Homeland Security for selected SEAR events and facilitates federal support to designated special events. Additionally, the FC coordinates federal response and security assistance activities across the spectrum of prevention, protection, mitigation, response, and recovery as appropriate, to aid federal, state, and local agencies executing security and other operations consistent with their statutory authorities during SEAR events.

F. The **Special Events Program** coordinates federal activities for special events by facilitating the interagency SEWG, overseeing the annual National Special Events Data Call, providing special event situational awareness to the DHS National Operations Center and the interagency SEWG, and coordinating the selection and support of appointed Federal Coordinators.

G. The **Special Events Working Group (SEWG)** facilitates government-wide information sharing regarding special events and coordinates the federal response to special events.

H. The **Special Events Working Group (SEWG) Co-Chairs** adjudicate the SEAR level of special events and oversee the activities of the SEWG and its Component committees.

G. The **Under Secretary of the Office of Intelligence and Analysis**

supports the SEP by participating in the federal Joint Special Events Threat Assessment for selected SEAR events.

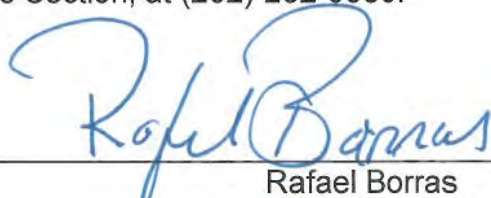
VI. Policy and Requirements

A. **Policy.** Nothing in this directive should diminish, supersede, or replace the responsibilities, authorities, or role of any DHS Component head or any other federal agency. Other federal agencies participating in the SEWG retain their own authorities and responsibilities for conducting operations in support of a special event. The FC, SEP, and SEWG provide mechanisms through which federal activities related to special events are coordinated, and do not exercise direction or command authorities over any federal agency. The FC does not replace the state and local incident command structure or the National Response Framework (NRF) structures that would be established if a federal response is required.

B. **Incidents.** If an incident occurs during a special event for which the Secretary has appointed an FC, the FC initially coordinates support and assistance, as requested by federal, state, and local incident command structures. If the President declares an emergency or major disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) as a result of the incident, the FC may provide support to the Unified Coordination Group and the FEMA Federal Coordinating Officer (FCO), who executes Stafford Act authorities and coordinates the timely delivery of federal assistance to affected state, local, and tribal governments and disaster survivors.

VII. Questions

Questions or concerns regarding this Directive are to be addressed to OPS, Special Events Section, at (202) 282-9580.



Rafael Borrás

Under Secretary for Management



Date