Emergency Management Agency Directors:

The Indiana Department of Homeland Security (IDHS) and the United States Department of Homeland Security (U.S. DHS) are requesting information on special events scheduled to occur in your county between December 1, 2020, and November 30, 2021. Please submit the information into the WebEOC Special Event tool by Monday, August 31, 2020.

The data elements in FEMA’s risk assessment methodology are updated annually with the most recent, national-level data available, and are used to calculate a relative score for states, territories and MSAs. In fiscal year 2018, the risk assessment methodology was amended to include a soft target index, comprised of daily visitor data and a special event metric.

IDHS is requesting this information from emergency management agencies due to your active knowledge of reoccurring and planned events within your communities. Special event data is paramount to providing daily situational awareness to IDHS and our public safety partners via WebEOC. Based on stakeholder input, WebEOC has some new features that give EMA directors and staff additional visibility on special events occurring in their county.

The special event information you provide will be used by U.S. DHS to assign each special event a special event assessment rating (SEAR) level. A special event’s SEAR level is used to determine if any federal support may be available for a special event. Additionally, the special event data you provide may increase the grant funding Indiana receives from U.S. DHS. For example, the State Homeland Security Program (SHSP) grant gives increased funds to states that have a higher risk. One of the factors U.S DHS considers when determining a state’s risk is the number and nature of special events in a state. Therefore, the more robust special event data we provide, the better chance Indiana has to obtain increased grant funding.

It is important to keep in mind:

- There is no specific definition that determines a special event.
- Please include any event that you or your jurisdiction believe to be an event, whether due to the expected attendance, demographics or any associated concern or risk.
- There is not a minimum or maximum number of events each county should include.
- The more comprehensive the information collected the better situational awareness will be at all levels of government.

Please address the following items in the WebEOC Special Event (SEAR) Board:

- **There is now a “Duplicate” feature** which will allow you to copy much of the data from a previous event. Each record will need to have date-related data and National Weather Service support request data input, as that information will not pre-populate.
• Update special event information, especially start and end dates.
• Add **new** special events that will occur in your county between December 1, 2020 – November 30, 2021.
• Complete all the columns so IDHS can upload the required data. Much of the information is mandated by U.S. DHS.
• **Archive** (Use “Archive” button) special events not occurring between December 1, 2020 – November 30, 2021.

If you have any questions or concerns, please contact Janice Lee at [jalee@dhs.in.gov](mailto:jalee@dhs.in.gov) or your IDHS District Liaison.