Mass Gathering Security Planning Tool
User Guide

Overview

The Mass Gathering Security Planning Tool is designed to provide event planners a framework to begin or continue planning efforts for a mass gathering or special event. The tool contains a combination of background information, event-planning checklist items, and venue characteristics, as well as suggested planning considerations based on the information entered. This user guide will assist users with opening, operating, and troubleshooting the tool.

Extracting and Opening the Tool

The Mass Gathering Security Planning Tool works well in a variety of web browsers but performs best in Microsoft Edge and Google Chrome. Results are also best when using a computer running Windows 7 (or later) and with Microsoft Word and Excel 97 (or later). To operate the tool, click on the .zip file to download the file to your browser's Downloads folder. Locate the .zip file which looks like a folder with a zipper on it and place it on your desktop or in a location of your choice. Click on the file to highlight the Extract menu, and then click the "Extract all" button (see figure 1).
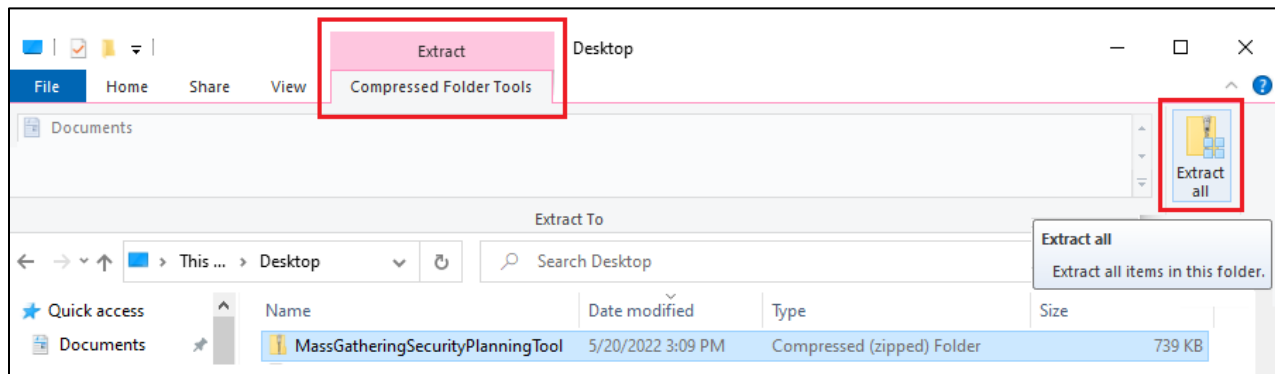

Figure 1: Extracting the .zip File

Clicking "Extract all" will open a menu that allows you to browse to a location of your choice or choose to extract the files to the default location. Click the "Extract" button at the bottom of the window to extract all necessary files into a folder called Mass Gathering Security Planning Tool (see figure 2).
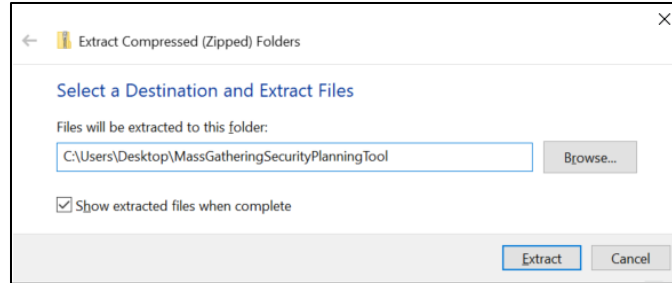

Figure 2: Choosing a Location

Next, double-click the "MassGatheringSecurityPlanningTool" folder which will bring up a window showing a file and a folder. The "SupportingSiteFiles" folder contains necessary files to make the tool function. You should not need to access this folder. The file and the folder must always be stored in the same folder location, or the tool will not function properly. To open the tool, double-click the "MassGatheringSecurityPlanning_ClickHere" file. The file icon will look like the icon of your default browser; the tool will open in that browser (see figure 3).

Figure 3: Opening the Tool

Using the Tool

Within the tool on the left-hand side is the main menu that allows you to navigate to any section (see figure 4). The tool opens to the Home tab where you can choose to begin a new session, load previous data, and open a blank question set for use offline. At the top of the Home tab is a link for a quick start guide that opens a window that contains the instructions for using all the functions of the tool.

To begin using the tool, click on the Mass Gathering Information tab and enter the name of the mass gathering/event in the space provided. This is the only required field; you will not be able to print or save the data without a name. To continue, click on each of the menu items and enter the requested data. Entering data can be done in a variety of ways: text fields allow for open text; drop-down menus allow you to select from a list; radio buttons allow only one answer per question; and checkboxes allow multiple answers to a question. Each major section contains an introduction and a list of references used in the preceding questions. Some questions also contain links to references for quick access to further information. All major references used in the tool are also contained in Resources tab for easy access.

Figure 4: Mass Gathering Security Planning Tool Main Menu

Planning Considerations

A major feature of the tool is the planning considerations function. While answering some questions there are optional planning considerations that provide some hints for how to improve the security and emergency plans as well as physical security measures. When planning considerations are available there is a grey box below the selections of the questions labeled "Planning Considerations." After making a selection, the appropriate planning consideration will appear (see figure 5). Changing the selection will show a different planning consideration in real time. These planning considerations can be exported to a separate report for further planning, and they will also be loaded into the final reports. Directions for doing this are below and also in the Quick Start Guide explained above.

Figure 5: Planning Considerations Example

Keep in mind that the planning considerations are included as options for future planning and do not place any obligations on an organization to implement any security measures or plans. The planning considerations are options presented for further consideration.

Resources & Reports and Information

Once data entry is complete, several other features are available for use. The Resources tab contains a list of the most important resources that are dispersed throughout the tool. This list is provided here for easy access to these links without searching through the tool.

The Reports and Information Tab will allow you to view and print several different reports. Here is another link to print a blank question set for offline use. You can also save data for archiving, to continue working in another session, or to share with other users. Click the "Save" link in the Reports and Information section then click the "Save Input for Later Use" link. This will download the data to a .json file. That file can be saved in any desired location on your computer, but that file is not meant to be used apart from the tool interface. Go to the Home tab and see the "Load Previous Data" heading, click on choose file, navigate to your data file and click the "Load Chosen File" button and the data will load into the tool.

The next functions are the reports. The first report is the planning considerations report. All planning considerations selected during data entry will appear here. Clicking the Planning Considerations tab displays the planning considerations in the center window. To print to a Microsoft Word Document, go to the top of the center window and click the "Create Word Document" button. You will see a warning box with a note to save the document in a preferred location. Click ok to the warning box and the report will automatically save to the downloads folder in your browser.

If you do not see a pop-up box for the download, go into your browser settings (identified as three dots or three lines, depending on the browser) and find downloads in in the list. Click downloads, open the file, then click "File" and "Save As" to save the file in a preferred folder before making any changes. Since the file automatically defaults to a web page file type, change the "Save as type" drop-down to a Microsoft Word format to ensure full functionality in Word (see figure 6).
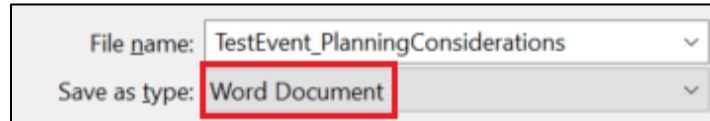

Figure 6: Saving the Word Report

The last function the tool offers is the final report functions in the same way as the planning considerations report. Clicking on the Final Report tab will reveal the final report in the center window where you can review the content of the report before printing. The final report contains a record of all selections made throughout the tool. This report also includes the planning considerations contained in the planning considerations report. The final report can be printed using the steps explained above and the previously mentioned resource list is added to the last section in each report for easy access to the links enclosed in the tool.

Troubleshooting

Why am I getting a warning box that says, "A file is missing from the application directory"?

1. This error can occur because all of the required files are not saved in the same folder. The tool requires the .html file called "MassGatheringSecurityPlanning_ClickHere" and the folder called "SupportingSiteFiles" to be saved in the same folder location.
2. This error can also occur if the file has not been extracted or unzipped. For further instruction about how to do this, see the Extracting and Opening the Tool section above.