

SPECIAL EVENT PLANNING

In Effect: 01/01/2015

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SPECIAL EVENTS PLANNING

STOW POLICE DEPARTMENT POLICY & PROCEDURE NO. 7.02 MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 46.2.7	ISSUE DATE: _____
	EFFECTIVE DATE: _____
	REVISION DATE: _____

I. GENERAL CONSIDERATIONS AND GUIDELINES

The purpose of this policy is to provide a guideline for employees assigned the task of planning for a special event.

Whereas an incident is an unplanned occurrence for which specific detailed plans can be prepared, an event is usually scheduled in advance and lends time for planning. Advanced planning for an event will help public safety personnel provide for a safe event for the attendees and be prepared for unplanned occurrences.

In cases where events occur regularly, an after action review by the participants provides an opportunity to rework and improve the plan, taking heed of lessons learned.

II. POLICY

It is the policy of this department to plan in advance for events whenever possible and, depending upon the scale of the event, distribute responsibilities for event planning and management.

III. PROCEDURES [46.2.7]***A. Event Planning and Management***

1. DUTIES

- a. **EVENT PLANNING SUPERVIOR:** The Chief of Police shall designate an Event Planning Supervisor to coordinate and oversee the planning functions of a particular event resulting in a written event plan.
- b. **EVENT SUPERVISOR:** An Event Supervisor shall be designated to supervise and coordinate the event, using the event plan. The Event Supervisor may or may not be the same person as the Event Planning Supervisor.
- c. Other employees may be assigned to plan and manage subtasks as part of the overall event and report to the Event Planning Supervisor for inclusion into the event plan. Such subtasks may include:
 - 1) Traffic;
 - 2) Parking;
 - 3) Security;
 - 4) Medical Support;
 - 5) Logistics;
 - 6) VIP escorts and
 - 7) Special Operations Personnel.

2. EVENT PLAN MANAGEMENT

- a. Event plans shall be maintained and filed with the Chief of Police Office.
- b. Copies of the event plan shall be made available to affected command personnel in advance of the event, to be reviewed and for planning feedback.
- c. An event plan is for official use only and may not be released pursuant to public records requests. It may not be distributed outside of the department without the authorization of the Chief of Police.
 - 1) All affected personnel shall be briefed on the event plan prior to implementation, whenever possible.
 - 2) The event planners and managers may contact the Emergency Planning Supervisor for access to department equipment designated for use in the All Hazard Plan. See the department policy on ***All Hazard Planning***.

B. Event Plan

1. PURPOSE [46.1.2]

- a. The event plan consists of a plan of command, control, and organized

deployment of resources for a planned event.

- b. Existing event plans for this department include:
 - 1) Fourth of July Celebration i.e. Lake Boon Water Carnival
 - 2) Fall Festival @ the Collings Foundation
 - 3) Thanksgiving Day Turkey 5k Run
 - 4) Memorial Day Parade
 - 5) Springfest
 - 6) Run for the Woods 5k- Week of Springfest
 - 7) Apple Picking Season-Honey Pot Orchards, Shelburne Farms, Collings Foundation
- c. The plan follows standard Incident Command System (ICS) protocols which provide interoperability with other public safety and government entities who may also respond to the incident.
- d. Fundamental functions of the ICS system should be addressed in the plan.

2. CONSIDERATIONS

- a. CROWD CONTROL
 - 1) A written estimate of the number of attendees
 - 2) Age and mobility of attendees
 - 3) Anticipated crowd control problems
- b. TYPE OF EVENT
 - 1) Reason for attending the event
 - 2) Examples: political, celebratory, entertainment, protest
- c. SCOPE OF EVENT
 - 1) Geographic area
 - 2) Length of event, time-wise
- d. SECURITY CONSIDERATIONS
 - 1) Hostile participants
 - 2) Counterdemonstrations
 - 3) Weapons
 - 4) Terrorism

e. TRAFFIC

- 1) Access to the event
- 2) Egress from the event
- 3) Emergency vehicles
- 4) Street closings
- 5) Traffic direction and control posts

f. PARKING

- 1) Authorized parking areas
- 2) Handicapped parking access
- 3) Bicycles
- 4) Parking area security

g. ANTICIPATED CRIME PROBLEMS

- 1) Event participants
- 2) Persons victimizing participants

h. LOGISTICAL REQUIREMENTS

- 1) Equipment
- 2) Supplies
- 3) Medical support
- 4) Staging area

i. STAFFING

- 1) Local personnel resources
- 2) Available personnel resources from outside agencies
- 3) Use of special operations personnel, if any

j. COORDINATION

- 1) Within the agency
- 2) Within the municipality
- 3) Outside of the municipality

C. Post Event Review

1. AFTER ACTION REVIEW

- a. The Event Planning Supervisor shall conduct an after event review to determine the overall strengths and weaknesses of the event plan.
- b. Event supervisors should solicit input and feedback from event staff.

2. AFTER ACTION REPORT

- a. The Event Planning Supervisor shall create and submit to the Chief of Police an after action report highlighting strengths and weakness of the plan and lessons learned.
- b. If the event is a recurring event, the Event Planning Supervisor shall update the event plan.