

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number SOC-003
	Subject Special Events – Planning and Coordination	
	Special Instructions Replaces SOC-003 dated September 19, 2012	Effective Date January 15, 2015

I. PURPOSE

Establish guidelines for command, communications, and assignment of personnel to cover special events and the response to emergency situations.

II. POLICY

The Department shall provide personnel to handle vehicular traffic, crowd control, and related issues at assigned special events as needed. Under normal circumstances, the host agency will be the decision making entity for the event; however, personnel assigned to the special events must be aware that certain circumstances, such as imminent danger, may require discretionary decision making on their part.

III. DEFINITIONS

A. Event Commander – Either the Commander of the Special Operations Command (SOC) or a person designated by the SOC Commander or the Primary Staff to serve in this position. The event commander may, as needed, designate various duties and responsibilities listed within this procedure or the event action plan (EAP) to subordinate staff.

B. Special Event – Any event designated as a special event by the SOC Commander or the Primary Staff.

IV. SPECIAL EVENTS PROCEDURE

A. The SOC Commander or a designee shall serve as the event commander during a designated special event. The event commander of each special event shall:

1. Designate personnel of adequate rank to serve as a command and general staff for the event. The size of the staff will be based upon the size and significance of the event; and
2. Coordinate all pre-event planning and expectations for normal and emergency operations and command responsibility in accordance with NIMS (National Incident Management System) procedures.

B. Special Events Action Plan (EAP)

For all large scale or annual special events an event action plan shall be prepared and shall contain:

1. A Non-Criminal Incident Report number assigned to the event (optional);

2. A list of commanders and other Department personnel assigned to each detail;
3. Explanation of all pertinent information for each detail;
4. A description of procedures for the arrest and processing of subjects taken into custody. The processing procedures for adult and juvenile offenders shall be explained separately;
5. A listing of emergency and general use contact information (land line and cell phone numbers; as well as, pagers, email, etc.) for the host facility, all involved agencies and available services;
6. A copy of the host facilities emergency operations plan; and
7. A written understanding of the Department's role, authority, and expectations under normal and emergency situations during the special event. If this information is not provided by the host facility it shall be noted in the CAD record for the event and in the Non-Criminal Incident Report if completed.

C. Communications/Operations Center

1. When the type or size of a special event requires a dedicated ISP communications/operations center, the event commander shall work with the Assistant Chief of Staff Communications and Information Systems or a designee to identify and designate the proper type of communications center to be used. The communications center may consist of:
 - a. A dispatch facility;
 - b. A designated regional dispatch center with a regional or district duty officer, and an RDC dispatcher, etc.; or
 - c. An on-site portable (command bus) or fixed communications center.
2. An ISP communications center should:
 1. Be designed and equipped to handle emergency situations beyond normal routine event use. This may include access to the host facilities internal communications systems (land and cell phones, pagers, internet/email) as well as any available PA system, automated information boards, etc.;
 2. Operate on a pre-determined dedicated designated "special ops" frequency and notify all participating agencies of available state wide mutual aid (SWMA) frequencies to be used in the event of an emergency;
 3. When possible, obtain compatible communications equipment capable of monitoring and transmitting to other involved agencies;

4. Handle all Department special event radio, telephone, fax, and other communications;
5. Follow all general communications procedures;
6. Maintain contact with the host facility operations center or staff personnel;
7. Make assignments to details as they arise during the special event; and
8. When directed by the event commander the communications center shall follow standard call out procedures at special events where specialty teams are not specifically assigned, but become needed in response to an incident.

D. Facility Planning.

The event commander and the event staff shall be familiar with the host facilities emergency action plan. If the host facility does not have an emergency action plan, then the event commander and event staff shall become familiar with:

1. The identification of emergency shelters and access routes;
2. The identification of emergency ingress and egress routes and staging areas for responding public safety personnel, vehicles, and equipment;
3. Established evacuation routes and safe locations on the facility grounds (if available) for patrons of the event;
4. The location of nearby utility (electric, gas, water, etc.) infrastructure with emergency access routes to each location and emergency contact availability; and
5. Available medical facilities, such as:
 - a. Pre-established patient triage centers with quick access in and out for emergency services personnel and ambulances,
 - b. Landing zone for air ambulances,
 - c. A contingency plan for a temporary morgue facility in case of mass casualty deaths, and
 - d. Adequate supply of or quick access to Personal Protective Equipment (PPE) such as protective gloves, HEPA masks, etc.
- E. Upon the completion of each special event, the strike team leader of each location may submit a summary type supplement report (to include the detail location) under the special events Non-Criminal Incident Report number when:
 1. Any event of any significance occurs at a location;

2. An unusual high number of arrests are made (listing the number and type);
 3. The identification of any unusual problems at the specific location; and
 4. Any recommendations for improvements for subsequent details (to include but not limited to: the recommendation for the elimination of unnecessary details or locations; the merging or creation of new detail locations; or requests for additional or less staffing for a particular location).
- F. The event commander shall upon completion of the special event forward an after action report, through channels, to the SOC Commander providing a brief synopsis of the event to include any issues with pre-planning, operational or jurisdictional issues and recommendations (if necessary) for revisions to the special event action plan or the event its self .
- G. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.