


<b>Billerica Police Department</b> 	<b>POLICY NUMBER</b> SPE-02	<b>PAGES</b> 4	<b>EFFECTIVE</b> 10/4/12
	<b>Accreditation Standards:</b> 46.2.7  <b>General Orders:</b>		
<b>Special Event Planning</b>			

## 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.

## II. Policy

It is the policy of the Billerica Police 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 supervisor: 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 entered into the ARMS Event Tracker Module.
- b. Copies of the event plan shall be made available to affected command personnel and the Public Information Officer (PIO) in advance of the event, to be reviewed, provide for planning feedback and to facilitate communication with the public and media.
- 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.<sup>1</sup>
  - 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) Yankee Doodle Parade
  - 2) High School Graduation
  - 3) Thanksgiving Day High School Football Game
  - 4) Memorial Day Parade
  - 5) Holiday Tree Lighting
- 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

---

<sup>1</sup> MGL c. 4 §7(26)(n).