UW-Madison Police Department

Policy: 46.4
SUBJECT: SPECIAL EVENTS
EFFECTIVE DATE: 06/01/10
REVISED DATE: 12/31/11; 04/27/18; 05/15/19
REVIEWED DATE: 04/01/14; 04/06/20; 03/15/21; 03/08/22; 08/09/23
STANDARD: CALEA 46.2.7

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46.4.1 SPECIAL EVENTS PLAN

POLICY:
Special events often require police services which fall outside the normal and routine duties provided on a daily basis. Special events may include, but not be limited to; parades, concerts, sporting events, celebrations, and public demonstrations.

The UW-Madison Police Department shall implement procedures for planning staffing, placement of personnel, and logistical requirements prior to each special event where police staffing is deemed necessary.

DEFINITIONS:
"Special events" refer to large entertainment and sporting events, parades, demonstrations, picketing activities, etc.

PROCEDURE:
46.4.1 SPECIAL EVENTS PLAN

A. The Special Events Lieutenant and/or the designated incident commander for the event shall be responsible for developing an Incident Action Plan (IAP) prior to the special event. Each plan shall be made available to all affected personnel in a timely manner. Special event plans should designate a single person or position to act as incident commander (supervisor and coordinator) for each event. Consideration during plan development should also be given to use of personnel, logistical requirements, and coordination with outside agencies. Special events planning may address ingress and egress of vehicles and pedestrians, parking space, spectator control, public transportation, relief of personnel assigned, safety plans, news media, alternate traffic routes, temporary traffic controls and parking prohibitions, emergency vehicle access, contingency plans for potential emergencies, intelligence gathering, and risk assessments.

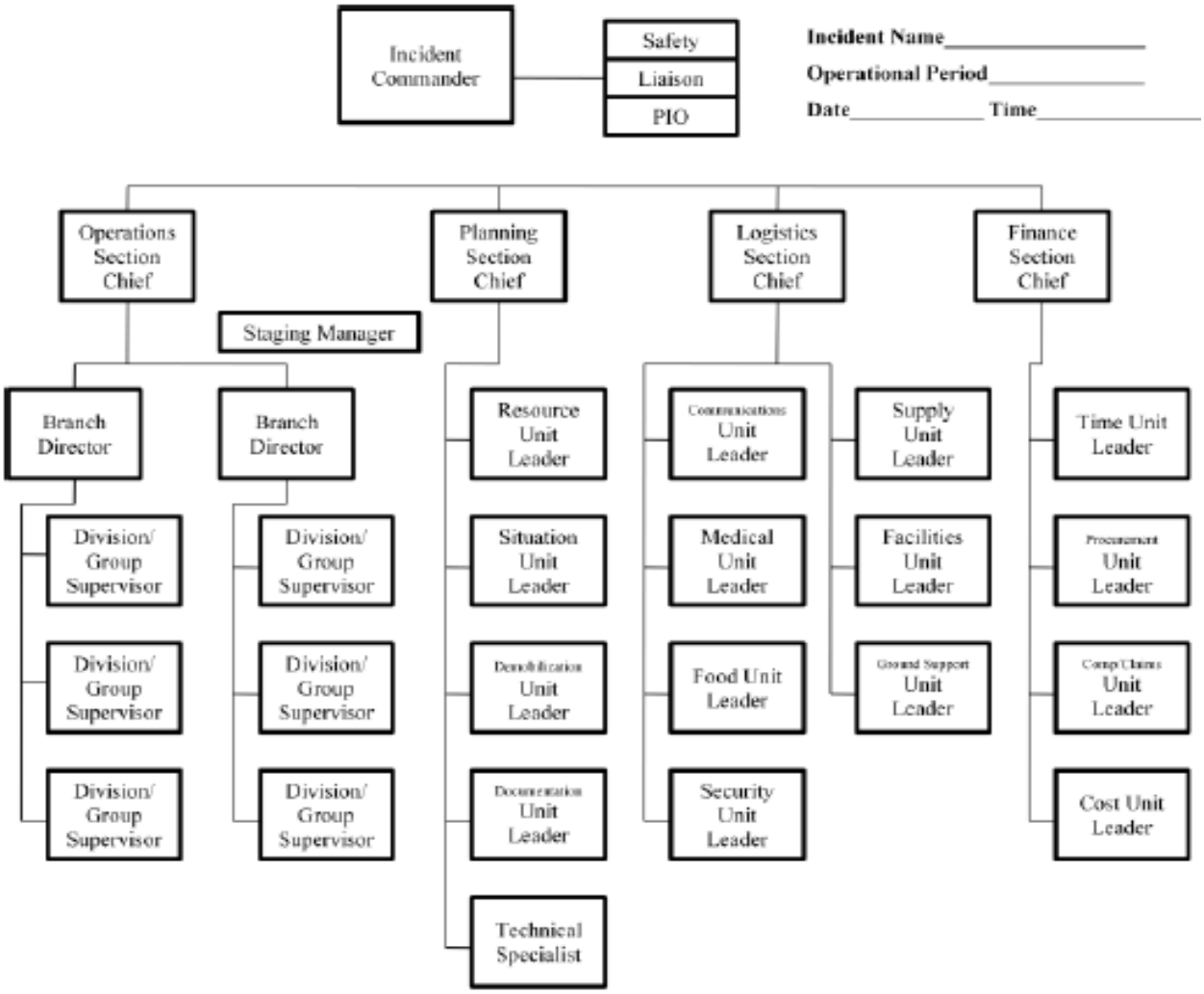
B. The coordinator or designee of an event shall be responsible for placement of personnel, assigning vehicles and equipment, disseminating information to all affected personnel, preparing or assisting with news releases as needed, and serving as a liaison to events sponsors. Complex events may require the appointment of an incident commander (coordinator), multiple section chiefs, managers, and supervisors (see chart in section H) and facilitation with the Emergency Management Unit.

C. Logistical requirements shall be projected. If needed, provisions shall be established for a designated radio frequency, designated areas for booking and processing detainees, transporting detainees, providing officer relief and breaks as appropriate, transporting personnel to the events locations, establishing officer staging, assigning vehicles, and determining supply needs following an ICS format. This information shall be included in the incident action plan (IAP). Depending on the size, scope, and impact of the special event, the Emergency Operations Plan (EOP) may be considered and/or activated.

D. The Incident Commander or designee shall provide briefing to assigned personnel prior to the event and the IAP shall be reviewed.

E. Planned events anticipating a large attendance, or which are potentially disruptive to the campus community and/or mission may require a security analysis. These events may require staffing with police personnel, and an Incident Commander be designated from the sworn ranks.

F. Events which will likely create a significant disruption to the campus community or mission shall have a police command member assigned as the Incident Commander. For planned events, consideration shall be given to the history of similar events, the likelihood of significant problems or issues, and the anticipated resource needs when determining the appropriate level rank to assume incident command.

G. The Special Events Lieutenant or designee shall ensure anyone who is assigned as an Incident Commander for a planned event is provided briefing information about the event and venue.

H. ICS 207 UWPD