

# **Special Event Planning**

## Expanded Course Outline

### Day 1

#### I. Registration / Welcome

#### II. Special Event Planning / Crowd Control

##### A. Who, What, When, Where and Why

1. Information Gathering- “Just the facts”

##### B. Staffing requirements

1. Staffing for Public Safety vs Customer convenience
2. Should you be concerned about budget?

##### C. Logistical need

1. What you need in addition to Police Officers
2. Communication
3. Employee needs and MOU issues

##### D. Deployment Strategies

1. How much is enough? (video)
2. Does everything really require a cop?
3. Expanding an officers responsibility
4. Prisoner transportation

##### E. Producing a written plan

1. Who are you writing for?
2. What details to include
3. Can your plan survive legal scrutiny?
4. After action reports-an absolute necessity

## **Special Event Planning (cont)**

### III. Traffic Control

#### A. Ingress / Egress

1. Safety is priority one
2. Impact on Business/Residential community

#### B. Parking Requirements

1. Working with private contractors
2. Is slow traffic necessarily your problem?
3. Proper use of Parking Credentials

#### C. Use of Air Support

1. Traffic flow overview- large event (video)
2. Police Motors as problem solvers
3. The impact of weather on traffic
4. Use of photos
5. After Action reports

### IV. Working with other agencies

#### A. Make full use of other city/county resources

1. Fire Department
2. Public Works/Traffic Engineering

### V. Budget and Resource Management

#### A. Mandating the use of Law Enforcement personnel

1. Who will pay for what?
2. Billing procedure
3. What does minimum staffing really mean?

### VI. Tactical planning

#### A. Tour of Convention Center

1. Practical planning exercise (Emmy Awards Show – on location)

## **Special Event Planning (cont)**

### VII. Overview of Day 1

#### A. Review Planning Exercise

1. Question and Answer session

## **Special Event Planning**

### Expanded Course Outline

#### Day 2

### I. Stadium Management Issues

#### A. What is important to the Stadium Management

1. Cost vs Customer service
2. Public Safety
3. Customer Service
4. Competition from other venues
5. Liability

### II. Game Management/Promoter issues

#### A. What is important to the Promoter

1. Cost vs Customer service
2. Why do we need so many cops?
3. Why security is not the promoters' biggest concern
4. Your role as a security consultant

### III. Private Security

#### A. The Role of Private Security

1. Experienced companies are a must
2. Can you dictate what security company is used?
3. Should a Police Department recommend security companies?
4. Police Officer vs Security Officer- What position can they handle?
5. Why you need Private Security Companies
6. Why you should encourage the use of Private Security

## **Special Event Planning (cont)**

### IV. Legal Considerations

#### A. Contract issues and your liability

1. Ordering police personnel to work – Can you make them work overtime?
2. Mandating payment of Police personnel

### V. Film and TV Production

#### A. Law Enforcement's role in this Industry

1. Staffing
2. Street closures and residential concerns
3. Your role in the approval process
4. Economic Impact of the Industry

### VI. Medial Relations

#### A. The role of the P.I.O.

1. Media rights-Laws governing restrictions
2. Using the media to your advantage

### VII. Tactical Planning

#### A. Practical Planning Exercise

1. Students plan staffing for a medium parade (DooDah parade)
2. Students plan staffing for a UCLA football game at the Rose Bowl

## Day 3

### I. Practical Participation (UCLA Football Game)

#### A. Traffic briefing/crowd control briefing

1. Comparing students staffing to the actual event

## **Special Event Planning (cont)**

### B. Command Post

1. Set up and tour
2. Observation of Police/Security activity during the game
3. Game activity debriefing

### C. Key Issues/Seminar Wrap-up

1. Evaluation

## Pasadena Police Department-Special Event Planning Class

### Safety Policy Statement for Day 3

The third day of this training class is designed as a practical exercise. The students will not actually participate in the deployment of police personnel or any physical arrest of persons of persons within the stadium. All students will be seated in an area separate from the fans and general crowd where they will be able to monitor traffic patterns and problem areas via police radios, witness police and security deployment to potential problem areas both inside and outside of the stadium and will be asked to compare their staffing suggestions from the prior day's exercise to the actual staffing as put into place by the police planning staff on game day.

At no time will students be in a position where they will have to physically take police action. Their role will be as observers and evaluators of the situations and deployment of personnel.