

# City of Virginia Beach Police Department

## Special Event Planning Field Guide



### **A Guide for Department Supervisors**

- Approval of Special Events
- Planning for Special Events
- Conducting After Action Reviews for process improvement

*This Field Guide is Prepared and Updated by the Virginia Beach Police Department  
Special Operations,*

*Under the Approval of the Chief Of Police* \_\_\_\_\_

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**Purpose (CALEA 46.2.7)**

To establish requirements and guidelines for the coordination and overall plan of all permitted special events and to provide an after- action report and critique of the special event.

**Definitions**

A special event is defined as any occurrence on public or private property that by its nature may have an effect on residents, traffic, businesses or public encroachment. A special event may include but is not limited to the following:

- Athletic Event - an occasion in which a group of persons engage in a sport, or form of physical exercise on a city street, sidewalk, or city property, which obstructs, delays, or interferes with the flow of pedestrian or vehicular traffic, or does not comply with traffic controls. Athletic events include bicycle races, foot races and surfing events.
- Block Party - a festive gathering on a residential street requiring the closure of a street, or a portion thereof, to vehicular traffic, and use of the street for the festivity including barbecues, vendors, music, or games.
- Free Speech Route - a route (course of travel) along designated streets, sidewalks, or other street rights-of-way, which are pre-established whose primary purpose is First Amendment expression.
- Parade - a march or procession consisting of persons, animals, vehicles or combination thereof, on any city street, sidewalk, alley, boardwalk, or other street right-of-way, which obstructs, delays, or interferes with the normal pedestrian or vehicular traffic.
- Other Special Event - a street fair, art and craft show, rally, music festival, or other special event, which occurs on a public or private street, sidewalk, alley or other street right-of-way, or on public or private property.

**Approval Process**

Applications for permits for special events are submitted by citizens, organizations or the City of Virginia Beach to the City of Virginia Beach Resort Management and Special Events Office. Upon receipt, the applications for permits are forwarded to the Virginia Beach Police Department and other city agencies for recommendations of approval or denial.

The Special Events Coordinator/Lieutenant is responsible for reviewing and forwarding all special event permits applied for in the City of Virginia Beach to the command in which the event will take place. The special event coordinator/officer in each command will review each permit. The special event permit will be recommend for approval or denial by the Commanding Officer of the precinct in which the event will occur or his designee and forward the response to the Resort Management and Special Events Office.

## Planning Stage

The Special Events Coordinator/Lieutenant will coordinate events that are large in nature and require supplemental officers from several commands. Plans for providing police services for special events will be conducted in accordance with General Order 13.01, (ICS/NIMS).

The Special Events Coordinator/Lieutenant will either serve as or designate an Incident Commander for the event. The size of the event will dictate the amount of personnel and the appropriate rank of the leader to serve as the Incident Commander. Factors to be considered in designating the Incident Commander and police response to the event include:

- Anticipated attendance at the event
- Other events that may be occurring in proximity to the event being planned
- The location of the event
- The amount of traffic anticipated
- Adequacy of Parking or the need to establish shuttle services
- Adequacy of Public Transportation to move attendees

In advance of the event, the Incident Commander will prepare a written operations plan that projects the following:

- Anticipated Traffic Volume
- Anticipated Crime Problems
- A Traffic Control Plan
- A Crowd Control Plan

From the projections formulated by the Incident Commander, documented planning may occur that provides for the following

- Personnel required to manage the event
- The need for additional personnel from other police precincts
- The need for police personnel from outside agencies
- The need for Special Operations personnel for Dignitary/Executive Protection
- The need for Special Investigations personnel for intelligence or crowd infiltration
- The need for support from other city agencies for support in traffic control
- The need for volunteers to assist the police function
- Logistical support - (police vehicles, motorcycles, bicycles, ATV's) Equipment from city departments (sand fence, barricades, cones, signage)
- Coordination of city departments and outside agencies, EMS, Fire, Parks & Recreation, and Public Works
- Traffic rerouted/Street Closures/Contingency plan for traffic – before closing a street the following should be considered
  - Impact on traffic around the venue
  - Impact on Police/Fire/EMS response
  - Closing/rerouting a street impact on public transportation
  - Closing/rerouting a street impact on accessibility to the disabled
- Parking – will there be ample parking for the event so not to impact traffic/pedestrians.
- Same Day Events - Events that are planned throughout the city that are on the same date.

**After Action Report**

Upon conclusion of the special event the Incident Commander will conduct an after action review and prepare a report in accordance with General Order 13.01 (ICS/NIMS.) This report will be forwarded to the Special Events Coordinator/Lieutenant to be filed with the Special Events Permit, and the Commanding Officer of the precinct in which the event occurred. This report should include the following.

- Impacts that were not foreseen during the planning stage
- Traffic or crowd management problems
- Manpower/volunteer concerns
- City Services needed
- Problems that occurred and a solution to ensure them from occurring in the future