	<b>Standard Operating Guideline – West Fargo Fire Department</b>		<b>01.005</b>
	Subject: Planning for Large Scale Events		
	Section: Deployment and Safety		
	Date Authorized: 4/1/2018	Authorized by:	
Date Reviewed: 10/1/2020	Chief Daniel Fuller		

**Intent**

The intent of this guideline is to establish standardized procedures to plan for public safety response to large scale planned events.

**References**

Federal Emergency Management Agency (FEMA) Contingency Planning for Large Events (2005)

**Definitions**

*Mass Gathering* – a temporary collection of at least 1,000 persons in a specific location for a common purpose

*Planned Event* – an event, regardless of purpose, that is planned in advance of that actual event

*Unified Command* – a command structure that has representation by two or more public safety agencies

*Command Post* – a static location where the unified incident commanders operate from; usually geographically separated from the planned event location


**Guideline**

1. When a planned event is permitted by the City of West Fargo or Cass County, the fire department will be notified during the permitting process.
2. **If the event is in excess of 750 attendees, the Pre-Event Planning Checklist/Threat Matrix will be completed** and the recommended actions taken will be completed.
3. Recommended actions range from completing an incident action plan to standing up the emergency operations center.

**Threat Matrix**

4. The likelihood axis of the threat matrix addresses the possibility of an incident occurring during the planned event. Incidents can range from simple emergency medical incidents to complex civil disturbance events.
5. Factors of likelihood are as follows and are based solely on anticipation
  - a. Crowd type
    - i. Ambulatory – clam and walking
    - ii. Limited movement – crowd has limited or restricted movement
    - iii. Spectator – watching a specific activity
    - iv. Expressive – emotional release
    - v. Participatory – involved in the event (10k for example)

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- vi. Aggressive/Hostile – open to lawlessness
- vii. Demonstrations – organized to such degree, such as a march
- b. Crowd composition
  - i. Organized
  - ii. Cohesiveness
  - iii. Unity of Purpose
  - iv. Emotional Intensity
  - v. Volatility
- c. Crowd catalysts
  - i. Event Activities
  - ii. Performer Actions
  - iii. Spectator Factors
  - iv. Social Factors
  - v. Weather
  - vi. Natural Disaster
  - vii. Man-made Disaster
- d. Critical crowd densities
  - i. Adequate – 24.73 square feet per person
  - ii. Reduced – 10 square feet per person
  - iii. Maximum Capacity – 4.95 square feet per person
  - iv. Restricted - < 4.95 square feet per person
  - v. Dangerous <3 square feet per person

6. The consequence axis of the threat matrix assigns a severity to a particular incident during the planned event. These are based off injury seriousness, financial loss, and impact to security of the community.

LIKELIHOOD	CONSEQUENCE				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophe 5
<b>A (Almost Certain)</b>	H	H	E	E	E
<b>B (Likely)</b>	M	H	H	E	E
<b>C (Possible)</b>	L	M	H	E	E
<b>D (Unlikely)</b>	L	L	M	H	E
<b>E (Rare)</b>	L	L	M	H	H

7. Dependent on the consequence level, specific actions should be taken in anticipation for the planned events. With each elevation of risk consequence, the recommended actions from the previous category are stacked with the actions for the next category.

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- a. Low Risk *Incident Briefing ICS Form 201* – the form 201 should be completed by the assigned incident commander or the on-duty Battalion Chief with coordination of the law enforcement supervisor and emergency medical services supervisor
- b. Moderate Risk *Alternative Service Options* – because of the size and scope of the event, and impacts of the access into the event, alternative service options should be used such as foot patrols and bicycle patrols.

*Resource Staging* – fire department resources should be assigned a staging status at the event; however, the resource is still available for service throughout the city

- c. High Risk *Unified Command Structure* – a unified command structure should be used at this risk level, with a designed incident commander from the fire department working in unison with a designed incident commander for law enforcement and emergency medical services. The incident commanders are assigned separate than citywide supervisors.

*Modular ICS Forms* – the unified command can determine the appropriate ICS forms to be completed, situation dependent

- d. Extreme Risk *Emergency Operations Center* – the city emergency operations center should be activated prior to commencement of the event with all staff and organizational positions filled.

*Assigned Resources* – designed resources should be assigned to the event separate than citywide resources.

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