



## WINDSOR SEVERANCE FIRE RESCUE

100 N. 7<sup>th</sup> Street • Windsor • Colorado • 80550  
970-686-2626

---

<b>Policy:</b> Special Event Procedures	<b>Effective Date:</b> July 1, 2023	<b>Revised:</b> N/A
<b>Policy Number:</b> FP016	<b>Section:</b> Life Safety	<b>Prior Policy Number:</b> N/A
<b>Department:</b> District	<b>Initial Policy Date:</b> July 1, 2022	<b>Prior Effective Date:</b> N/A
<b>Accreditation:</b> Yes	<b>KPI(s):</b>	

**Purpose** This policy addresses Windsor Severance Fire Rescue (WSFR) actions involving events with anticipated high crowding and road closures.

**Policy:** Certain special events within our jurisdiction require a permit from the Life Safety Division. These special events can bring certain hazards that we, as the initial emergency responders, must address. The Fire Marshal (FM) will play a critical role in providing important information to the affected companies and Battalion Chiefs (BC) prior to these events. Information may be in email form which will contain important details about these events. The FM will work with the Deputy Chief (DC) and the appropriate BC and shall implement an Incident Action Plan (IAP) and enforce the proper codes. An IAP will help WSFR maintain our incident priorities, as well as allow for better efficiency in our response to these incidents.

It is the responsibility of the FM and the BCs to remain aware of the events taking place in WSFR's fire district. These events may be discovered on social media, emails, permit requests, or other means of announcements. When an event is made known to the fire district, formal notification should be made to the FM and BCs through email and through the WSFR special events request link to ensure that information has been collected, correct stakeholders are informed, and that policy and procedure are followed.

All events that fall within the category of a "Special Event 3," as defined below, are required to apply for a permit from WSFR 90 days in advance. A planning meeting with WSFR and the Event Coordinator will take place 60 days prior to the event. It is preferred that the FM, DC, and the BC (or designee) appointed to this event be present at the planning meeting. It is at this meeting that staffing and apparatus decisions will be determined. For Personnel and Apparatus billing structure, see the

RMS document library for the most accurate rates. While these amounts are subject to change, an estimated expense should be presented to the Event Coordinator at or shortly after the planning meeting.

**Special event hazards include:**

- Large, densely packed crowds which can simultaneously expose many people to an incident.
- Limited emergency access due to street closures or crowds.
- Potential demonstrations or civil disturbances, with or without alcohol involved.
- Potential for endangerment of emergency responders.
- Increased need for coordination with law enforcement beyond WSFR standard operations.
- Celebrities/dignitaries in town that have the potential to draw large crowds or criminal activities.
- Fireworks show.

**Events that do not require special action:**

- Regularly scheduled religious and public school events.
- Regularly scheduled smaller events around town such as at Boardwalk Park (FM and DC discretion).
- Events that are listed within this document are at the discretion of the FM and DC.

**Classification of special events and actions to be taken:**

**Special Event Classification 1:** Crowd size of up to 500 people with or without road closures. These events typically required only increased awareness. Examples include, but are not limited to church services, movies in the park, and farmers markets.

**Actions:**

- The FM will notify DC and affected BC and companies at least two weeks prior to the event.
- No special staffing or resources are typically required; however, the DC will have the discretion to alter staffing and/or resource allocation.

**Special Event Classification 2:** Crowd size of 500 to 2,000 people, or any event in which special hazards are present. Examples include but are not limited to fireworks displays, marathon races, Severance Days, and Harvest Festival.

**Actions:**

- The FM will send a copy of the application and associated documents such as maps or road closures to the DC and affected BC and companies at least 30 days prior to the event.
- The DC and BC will be briefed by the FM of any special hazards or critical factors.
- An IAP may be constructed depending on the special hazards or critical factors or at the discretion of the DC.
- The FM will obtain contact information for the Event Coordinator and will

communicate all contact information and details to the affected BC and companies.

- The FM will enter information about this event into ERS for access by all when needed.
- The FM, Inspector, or BC will complete a walkthrough of the event area prior to the event starting to ensure no fire code violations or life safety issues are present.
  - All violations must be corrected and cleared by the FM or designee prior to the event starting. The FM and/or BC has the authority to place a Stop Work Order on part or the entire event if corrections are not made or if life hazards are not mitigated.
- The DC will confirm that the above actions have taken place and that no other actions are required.

**Special Event 3:** Crowd size to exceed 2,000 people or duration of longer than two days.

Examples include, but are not limited to, National Tractor Pulls, events at Future Legends, concerts in the park, boat races, high-profile visits, or concerts.

**Actions:**

- The FM, DC, and BC will be integrated into the planning of the event which will take place at least 60 days prior to the event.
- The FM will obtain contact information for the Event Coordinator and will be responsible to identify and coordinate all efforts pertaining to life safety including the inspection of the event and mitigation of any life and/or fire hazards.
- The DC shall complete an IAP in coordination with the FM and BC.
- The IAP must consist of a communications plan, a transport and resource plan, and a staging and unit response plan. The IAP shall be constructed to coincide with all other emergency agencies involved in the event.
  - Other topics of interest for the IAP include but are not limited to, emergency access and egress, security, the estimated number of occupants attending, medical stations, any special hazards, or other permitted work being performed within the event's geographical area (i.e., fireworks).
- An additional IAP template will be constructed and distributed to all affected town department managers. This template should be a single-page reference sheet for department managers to reference in case of an emergency.
  - This IAP shall consist of emergency evacuation plans, staging or refuge areas for civilians and/or victims, and contact information for the command post or a designated WSFR liaison.
- The DC will confirm that the above actions have taken place and that no other actions are required.

The FM, DC, and BC will address all other events that are not covered in this policy.