



PURPOSE

The purpose of this policy is to provide a procedure when coordinating, managing, scheduling or participating in a Special Event.

POLICY

It is the policy of this Department to enhance Customer Service by serving the public during Special Events through community outreach, emergency preparedness, medical aid, public safety and other forms of public relations. Special Events include festivals, concerts, sporting events, exhibitions and other public assembly gatherings.

The following are Department potential responsibilities at Special Events:

1. Event Command Post – Active presence in the Command Post during an event.
2. Emergency Preparedness – All-hazard units dedicated for event.
3. Standby Medical Aid – Stationary and/or mobile medical response.
4. Crowd Management – Occupancy and safety checks at large gatherings.
5. Apparatus Showcase – Display apparatus for the public.
6. Fire Safety Education – Provide education as an event participant.
7. Public Meet and Greet – Provide Customer Service, educational materials and information at the public events and expos.

Special Events should be coordinated through the Fire, Building & Safety Division.

Upon request of any member for Department participation or assistance at a Special Event, contact and event information should be first routed through the Fire, Building & Safety Division.

Information for the Special Event should be disseminated through the Fire, Building & Safety Division. Information transmission should be done by Department email.

Event participation requests should be made no later than two weeks prior to event date. There may be underlying circumstances that may prevent meeting that timeline.

In most cases, event coordination and resource scheduling should be completed no less than one shift prior to the event date.

Approved

Fire Chief

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RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

Battalion Chiefs or Company Officers may be responsible to oversee a Special Event including manpower and equipment.

Members of the Department may be paid additional compensation when working Special Events.

Members of the Department may be required to work Special Events.

It is the policy of the Department to maintain a positive public image and Exceptional Service during Special Events.

Approved

Fire Chief