



## **SUSSEX COUNTY PUBLIC SAFETY SERVICES SPECIAL EVENT ADMINISTRATIVE PROCEDURES**

**PURPOSE:** To ensure an appropriate level of special event coverage by the Sussex County Public Safety Services – Emergency Medical Services (SCEMS) and Emergency Operations Center (EOC) – while fulfilling the obligation to provide public safety services to the public.

### **PROCEDURE:**

Definition: A special event is an occurrence that requires public safety services coverage that is determined to exceed the normal daily activities in a particular coverage area. Special events can be planned or unplanned. Planned events can be either for-profit or non-profit.

1. Notification of Event - It is the responsibility of the Event Coordinator to notify the SCEMS Special Operations Coordinator of a planned event, at least 30 days prior to the event.

It is the responsibility of the Event Coordinator to request a Special Event Team at least 30 days prior to the event. Events requested with less than 30 days' notice may not be filled due to the short notice.

2. SCEMS Responsibilities
  - a. The Special Operations Coordinator will discuss the request with the Event Coordinator and complete the Special Events Application Form.
  - b. The Special Operations Coordinator in conjunction with the EOC Director will:
    - 1) Determine if the event requires additional SCEMS and/or EOC coverage beyond the on duty personnel.
    - 2) Determine the appropriate level of staffing and equipment associated

with the coverage.

a) The Special Operations Coordinator will make the determination based on the following:

- (1) Type of event
- (2) Anticipated attendance
- (3) Duration of the event
- (4) Event location
- (5) Weather
- (6) Available Resources (e.g. vehicle, equipment, staffing)
- (7) Proximity to the hospital
- (8) History of previous events
- (9) Special request of event planner

3) Determine the appropriate costs associated with the coverage.

a) The Special Operations Coordinator will make the determination as follows:

i) Event Purpose

(1) Unpaid Coverage will generally apply when:

- (a) There is no charge for the public to attend the event; and
- (b) The event is organized by a non-profit organization (defined by the IRS); or
- (c) The event is considered a community event or a public education event.

(2) Paid Coverage will generally apply when:

- (a) There is a charge for the public to attend the event; or
- (b) The event is organized by a for-profit organization; or
- (c) Any resulting profit is not going back into the community or the community organization; or
- (d) Total anticipated attendance for the entire event is greater than 25,000.

c. The Special Operations Coordinator will advise the Event Coordinator the recommended staffing and associated costs based on the needs

assessment.

- d. The Special Operation Coordinator and EOC Director (or designee) will determine if a Dispatcher and/or Mobile Command Center coverage is necessary.
  - e. The Special Operation Coordinator will determine if the special event coverage requires a contract or memorandum of understanding (MOU).
  - f. The Special Operations Coordinator will create a contract and/or MOU and ensure that it is signed by the Event Planner. This should generally be completed 14 days prior to the event.
  - g. Once the contract and/or MOU is signed the Special Operations Coordinator will secure staffing.
  - h. The Special Operation Coordinator will notify the jurisdictional fire company and ambulance company (if separate) of the special event. The jurisdictional fire company and, if separate, the jurisdictional EMS Captain will be encouraged to contact the Event Coordinator to discuss the appropriate level of fire/ambulance coverage, any associated costs, and any other special requests.
3. Charges for the event
- a. SCEMS will charge hourly for each event. The hourly rate is \$60.00 per hour per paramedic. Charges are applied from the time the Special Events Team reports to the station until the time they return to the station. Special Events Team will arrive on-site one hour prior to the event and depart one hour post event.
  - b. EOC will charge hourly for each event for dispatcher and mobile command unit coverage. The hourly rate is \$40.00 per hour per dispatcher and \$40.00 per hour for the mobile command unit. Charges are applied from the time the command unit is activated on-site until it is de-activated.
  - c. There is a two hour minimum for each person for all events.
  - d. In the event that the Special Event Team is unable to attend then all fees will be returned or cancelled. If the event is cancelled prior to the Special

Event Team arrival, all fees will be returned or cancelled.

- e. In the event that our personnel must leave the event or arrive late, then the Special Operations Coordinator will work with the Special Event Team and Event Coordinator to determine the billable hours.
4. Post-Event - After the event the Special Operations Coordinator will review paperwork submitted by the Special Events Team and complete a final bill. This final bill will be sent to the Event Coordinator within 15 days of the event and due within 30 days of receipt.

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