

**Tempe Fire Department Policies and Procedures**  
**Working Special Events**  
**104.19**  
**Rev ~~5-19-02~~ 07-11-11**

**PURPOSE**

To establish a policy for Tempe Fire Department members while working at special events.

**Guidelines**

1. The Deputy Chief for Special Events is responsible for the following special event items:
  - Managing the staffing of all events per Policy 104.18 Staffing of Special Events.
  - Determining if the Incident Command System will be implemented for a special event.
  - Determining proper uniform attire for events.
  - Notifying Alarm of all special event staffing information.
  - Requesting dedicated channels and/or tactical operators for special events.
  - Coordination with Logistics to place needed equipment in service for an event.
  - Notification in person, briefing or email to all members working an event with all pertinent event information including:
    - Event date(s), times and location
    - Type and number of team(s) staffed
    - Provide necessary site maps or section maps to members staffing events.
    - Equipment and communication information and location.
    - Team assignment and response area information
    - Other pertinent information
2. All Tempe Fire Department members working special events are responsible for:
  - Understanding that while representing the Tempe Fire Department, a sponsor or promoter of the event is paying for our services, and that the staffing, hours, and type of coverage is requested and/or agreed upon by those paying for our services.
  - Arriving on time to their assigned location in proper uniform attire.
  - Ensuring all equipment is in a ready state of condition prior to and after any event.
  - Utilizing all safety equipment assigned to and/or provided on special event equipment. This includes helmets, lights, horns, safety vests, and Med Bed operation.
  - Following all Tempe Fire Department Safety and Command Policies and Procedures.
  - Following all procedures outlined in this policy. Failure to manage all duties assigned while working at a special event will result in revocation of special event staffing privileges, disciplinary action, or both.
  - Notifying the Duty **BC DC**, Logistics, or Special Event **BC DC** in the event of any urgent equipment shortages or problems.
  - Following up with the Special Event **BC DC** or Logistics with any questions, ideas or concerns about special event operations.
  - Being professional and courteous at all times.

**PROCEDURE**

All members working at a special event will:

1. Stay in their assigned response area at all times unless covering for other teams.
2. Use good judgment and discretion for response to off site calls. Consider the seriousness, nature and response times of the first due units.

3. Advise Alarm by radio when going in and out of service. Use the proper Unit ID assigned from the event information.
4. Drive/walk the event site to familiarize the team(s) with the event layout when you first arrive.
5. Monitor fire channel 1 (or assigned tactical channel) at all times, and or the assigned special event radio channel. Alarm may dispatch event teams directly.
6. Use the proper tactical channel if dispatched or special calling outside resources.
7. Request all resources through Alarm on Channel 1 or the proper tactical channel. BLS calls get a code 2 ambulance response. Upgrade to code 3 if it is necessary.
8. Special call an ALS Company for all ALS patients. Event teams will only ride with ALS patients when absolutely necessary due to system activity, ALS availability, or if patient condition requires immediate transport. If a special event team rides in with a patient, an off site ALS crew should be moved up if available.
9. If an event is staffed with an ALS ambulance, patients will be transferred to the ALS ambulance crew.
10. Give routing instructions to responding companies.
11. Re-stock supplies from an off site company, or ambulance to maintain a ready state.

### **Incident Reporting**

- Retrieve incident numbers from Alarm on Channel 1 (unless ICS is established).
- Complete an EMS report for all patients encountered regardless of the nature! ***Special Events are typically high liability events.*** The only exceptions will be Band-Aid's and Alert and Oriented adults that verbally state they are fine and will not allow you to evaluate them (unless a significant mechanism is present).
- If you evaluate an individual and they do not wish to go in, have them sign a refusal.
- If you evaluate a child and recommend treatment or transport against a parent's wishes, have the parent sign a refusal.
- ~~Enter all reports as soon as possible during your next regular shift.~~
- Patient reports will be turned in to the Special event room and forwarded to the EMS division at the Tempe Training Center
- CAD will accept special event Unit ID's as valid units for entering all reports.