



**PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER**

General Order Number: 06-32	Effective Date: July 28, 2022
Division: Emergency Operations	
Chapter: Emergency Services Coverage for Scheduled Events	
By Order of the County Fire Chief: Tiffany D. Green <i>TJG</i>	Issue Date: July 28, 2022

POLICY

This General Order shall provide guidance for planning and coordinating emergency response resources utilized for stand-by coverage at scheduled events with dedicated command and control functions assigned.

DEFINITIONS

Scheduled Event – An event that requires dedicated emergency response resources to provide fire and/or emergency medical services as provided by the Department and other public safety partners, and has a dedicated incident command and control function to support the event.

PROCEDURES / RESPONSIBILITIES

I. General Provisions

- A. Scheduled Events occur periodically during the year. These include, but are not limited to, professional, collegiate, or other sporting events, Departmental funerals, festivals, and parades that require standby of dedicated fire and/or EMS units.
- B. Units and staffing assigned to scheduled events shall be dedicated to the immediate response needs of the assigned event. These resources will not be available for any other emergency/non-emergency responses and will fall under the dedicated command and control authority.
- C. Pre-scheduled event notification:
 - 1. Events that require three (3) or fewer dedicated response resources:
 - a) A Command Officer shall coordinate event resources and provide a written notification via the chain-of-command. If no operational units will be impacted, that should be indicated in the request.
 - b) The Duty Chief scheduled for the day of the event will approve/deny the request based on availability of other resources. If denied, a written response will be provided to requestor.
 - c) Once approved, the Duty Chief will ensure events are listed on the Department's Master Calendar to include times, locations and points of contact.



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2. Events utilizing three (3) or more dedicated resources and will have a dedicated command and control function assigned to the event:
 - a) The Command Officer requesting resources for an event will need to provide anticipated scope of the event using an ICS-201 - *Incident Briefing Form*. This form shall be submitted through Emergency Services Command (ESC) for approval.
 - b) ESC will confirm resource availability against the relative risk of the event and make a final determination if the Department can support the request.
 - c) For approved events, ESC will assign a Duty Chief to facilitate resource allocation and documentation among the respective Volunteer Duty Chief, Battalion Chief and Volunteer Chief or Command Officer.
 - (1) The Event Incident Commander will coordinate resources, and:
 - (a) Complete written Incident Action Plan (IAP), at a minimum, including:
 - (i) ICS-202 - *Incident Objectives* – Scope of the event, the geographic bounds, and the operational period.
 - (ii) ICS-203 - *Organization Assignment List* – Predefined command structure.
 - (iii) ICS-204(s) - *Assignment List* – Units committed to the event described by Divisions/Groups.
 - (iv) ICS-205 – *Communications Plan*.
 - d) The IAP needs to be completed and submitted to the assigned Duty Chief, at a minimum of four (4) days prior to the event.
 - (1) The assigned Duty Chief shall list scheduled events on the Department's Master Calendar.
 - (2) The Duty Chief distributes the IAP to the Battalion Chiefs in the area surrounding the event and Public Safety Communications (PSC) for awareness.
3. If a dedicated talk group and/or a dedicated dispatcher needs to be assigned, approval of the Director of Homeland Security or his/her designee is required.
 - a) Written request must be submitted seven (7) days prior to the event via the respective chain-of-command and submitted to the PSC Assistant Operations Manager over the Fire/EMS Dispatch Section.
 - b) Once approved, PSC will assign the requested resources. If denied, a written response shall be provided by PSC.

D. Incident Action Plan

1. The Event Incident Commander shall complete an IAP by completing the ICS forms as listed in section C.2.c)(1)(a).
 - a) The IAP will be disseminated to all assigned unit officers and associated parties to ensure everyone's understanding of the goals and objectives for providing service for the event.
 - b) Event Incident Command
 - (1) The Event Incident Command must be named for the specific event.
 - (2) The Event Incident Commander (Event IC) has operational authority over units assigned within the IAP.



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- (3) The Event IC must communicate with the on-duty Duty Chief and the PSC Shift Supervisor immediately prior to the event start. During this call, the Event IC will provide brief review of the written IAP, make any necessary adjustments and ensure communication pathways are established.
 - (a) The Duty Chief shall notify all Battalion Chiefs and stations of the scheduled special event during the daily conference call and the approved IAP.
 - (4) At the conclusion of the event, the Event IC shall ensure that all units have returned to the appropriate status (i.e. in-service available for calls, or out of service – unavailable) and make notification to the PSC Shift Supervisor and the on-duty Duty Chief that the event is terminated.
- c) Units assigned to the Event
- (1) Units assigned to the event are expected to report prior to the start of the operational period. Reporting location and times shall be established within the IAP.
 - (2) Units will monitor the assigned event talk group at all times.
 - (3) Units will be dispatched and shall receive direction from the Event IC.
 - (4) Units are released only by the Event IC. Once released, they will notify PSC of their current unit status.
- d) Units not assigned to the Event
- (1) Other in-service operational units shall not enter the operational area of the special event during the operational period unless a specific request has been made through PSC. This prevents conflicts with the Event IC and coordination of the event with AVL dispatching.
 - (2) If necessary, additional response units may be requested to assist during the special event operational period. If this request is made, units shall be dispatched through normal PSC dispatching, and will be told to utilize event talk groups as defined within the IAP.
 - (a) Once dispatched, these units will take direction from the Event IC until released.
 - (b) Once released, units shall notify PSC that they are in-service and available.
2. Public Safety Communications
- a) For special events that have an approved IAP, PSC will:
 - (1) At the beginning of the operational period, PSC will confirm assigned units described in the IAP, and assign them to “EVENT” incident. These units are not available for incidents outside the event.
 - (a) As units are assigned to individual incidents within the “Event,” they shall be dispatched, and monitored throughout an incident by the Event IC.
 - (i) Units dispatched shall utilize the assigned “Event” incident number for fire and ems reporting requirements (Fire Resource Management System (RMS)) and/or electronic patient care reporting (ePCR).
 - (2) 911 calls received through PSC and falling within the defined special event area will be routed to the Event IC for determination and dispatching. If possible, the closest available resource shall be used.



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- (a) Units may be replaced by the Event IC if event conditions warrant, such as traffic flow or road closures.
- (3) If the event is of sufficient size and scope to warrant a PSC dispatcher assigned, communication between PSC and the special event dispatcher shall be coordinated and defined within the IAP.

REFERENCES

N/A

FORMS / ATTACHMENTS

Incident Action Plan Forms:

ICS-201 - *Incident Briefing Form*

ICS-202 - *Incident Objectives*

ICS-203 - *Organization Assignment List*

ICS-204 - *Assignment List (one per assignment)*

ICS-205 – *Communications Plan*