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| **Parade Planning Worksheet** | | | | |
| **Scope:** | | **Key parade event stakeholders should collaboratively utilize this form.** | | |
| **I** | **parade adminIstration**  **A successful parade starts with an educated Parade or Special Event Committee and comprehensive written plans.** | | | |
|  | **Potential Action or Identified Need** | | **Considerations** | **Actions Needed/Responsible Persons/Notes** |
| **A** | **Establish and Maintain a Committee** | | | |
| 1 | Involve stakeholders | | Involve a wide range of stakeholders such as citizens, municipal administration, municipal attorneys, risk managers, emergency service providers, civic group leaders, public works & recreation department officials, emergency communications center representatives, local schools as appropriate, and more.  Review past similar events to determine which stakeholders participated, which were absent or not invited, and work to build an ongoing comprehensive stakeholder group for future or reoccurring events.  Consult with the municipal attorney to ensure the final parade plan is consistent with the local municipality Parade or Special Event Ordinance, state laws, and other local regulations.  Watch the Training Video; [Planning is the Key, Best Practices for a Safe and Successful Special Event](https://players.brightcove.net/1056354672001/default_default/index.html?videoId=5614542186001) review the resource, [Community Safety Leadership - Management of Special Events](https://staging-njmel.kinsta.cloud/wp-content/uploads/2017/10/Management-of-Special-Events-May-2016_rev1-1.pdf), and complete the [MSI Special Event Management Course](https://staging-njmel.kinsta.cloud/wp-content/uploads/2021/01/MSI-Catalog-2021.12062020.pdf). The MSI LIVE schedule can also be viewed [HERE.](https://njmel.org/mel-safety-institute/live-webinars/) |  |
| 2 | Designate roles and Responsibilities | | Assign or designate committee positions that are consistent with the National Incident Management System [(NIMS)](https://www.fema.gov/emergency-managers/nims).  Designate a “Parade Coordinator” whose responsibilities may include, at a minimum:   * Coordinates and communicates all parade activities with other departments (Fire, Police, EMS, etc.). * Develops criteria for when the parade will be canceled or postponed, which includes monitoring weather conditions. * Ensures all parade policy guidelines are disseminated to all parade applicants and participants. This may include a copy of the Incident Action Plan (IAP) absent any operational security information that should be redacted. * Ensures volunteers are easily identifiable. * Ensures basic necessities such as restroom facilities or portable toilets are available for attendees, participants, and event staff.   Designate a “Permit Coordinator” to determine what permits might be necessary and ensure all permits are acquired.  Ensure all persons are aware of and have acknowledged their assigned roles and responsibilities and their presence was documented. |  |
| 3 | Training & Education | | All first responders should have been trained in IS-100, IS-200, ICS-200, IS-700, and IS-800.  Non-government and non-emergency service incident personnel designated as Leaders/Supervisors should also be trained in NIMS.  See [New Jersey Office of Emergency Management Directive, National Incident Management System Training Requirements](https://nj.gov/njoem/laws-directives/pdf/Directive_NJOEM-1_2021.pdf), and [FEMA NIMS Training Requirements](https://training.fema.gov/nims/) for guidance and resources.  All participants should be informed of the command structure process, supervisor identities, primary and secondary contacts for the command post or the Emergency Operations Center (EOC) if activated, and a reminder that any person can call 911 directly for an emergency.  Review any parade prohibitions, rules of conduct, applicable local ordinances, and state laws with all participants (age appropriate).  Ensure that all parade float or vehicle drivers and participants are aware that despite a law enforcement presence, or certain persons directing traffic and pedestrians, this does not negate their responsibility to observe traffic, obey traffic regulations, and be alert for hazards even when law enforcement is present. |  |
| 4 | Planning Documentation | | Properly documenting the planning process can help defend against any accusation or claims that any agency or entity failed to engage in a planning process. Documentation should include pictures, diagrams, and videos of the route, traffic control points and equipment, command post, and other critical locations. |  |
| **B** | **Written Program with Incident Action Plans** | | | |
| 1 | ICS Forms and Process | | Review and utilize the [FEMA Incident Action Planning Guide.](https://www.fema.gov/sites/default/files/2020-07/Incident_Action_Planning_Guide_Revision1_august2015.pdf) |  |
| 2 | Contingent Considerations and Pre-Event Planning Exercises | | In the initial planning phase and throughout the planning process, conduct tabletop exercises involving a variety of possible unplanned events and contingencies. Tabletop and pre-event exercises allow for disagreements to be aired during the planning process while serving as an opportunity to discuss difficult topics and make course corrections. Tabletop exercises also serve as an opportunity to teach mutual-aid personnel about the jurisdictional agency’s policies and procedures.  Such examples of pre-event exercises can include, at a minimum:   * A vehicle in the parade becomes disabled and needs to be immediately towed. * A person has a medical emergency on a float. * There is a significant power failure in the area and all streetlights and traffic signals no longer function. * A severe storm suddenly takes place. * There is an act of mass violence. * There is a bomb threat or a threat of mass violence.   Utilize the pre-event exercises to properly identify who is in charge and especially identify who is in charge of what. |  |
| 3 | Route and Event Map | | The Incident Action Plan (IAP) should provide detailed maps of the parade route, command post locations, traffic control assignments, communication system information (including cell phone numbers), procedures for reporting any injury, and more. |  |
| 4 | Missing Persons | | The IAP should include a description of the procedure when a person is reported missing or a child is separated from their caregiver. The plan should be developed by law enforcement, but the procedures should be known by all staff and parade participants. |  |
| 5 | Post-Event Debriefing | | Host a debriefing session to share feedback and lessons learned. Consider involving community leaders, business owners, and other stakeholders. |  |
| 6 | Debris Management | | Develop a plan for event clean-up and debris removal. |  |
| 7 | Restroom Facilities | | Determine if it is necessary to deploy portable toilets or identify available area restrooms. This need should be addressed for numerous situations, including for participants at the staging area and at the end of the parade, event personnel, and attendees along the parade route. |  |
| 8 | Dignitary Considerations | | Are there any dignitaries that may be attending? If so, will there need to be any special security considerations, special parking arrangements, or collaboration with their team in advance of the event? |  |
| **C** | **Contracts with Participants** | | | |
| 1 | Collaborate and Work with Risk Managers, the Municipal Attorney, and other Entity Attorneys. | | Determine which person(s) should directly communicate with the Risk Manager, the Municipal Attorney, and other entity attorneys. |  |
| 2 | Hold-Harmless Agreements | | Contractual risk transfer is necessary when parade activities involve contractors, vendors, and/or concessionaires. The contract agreement may include an indemnification clause (also referred to as a hold harmless clause) stating the contractor or lessee will indemnify and hold the public entity harmless in case of a loss. All owners and drivers of parade-related vehicles should sign “hold harmless” agreements protecting the agency from liability. |  |
| 3 | Rules and Plan Documents | | The parade plan and agreement should specify specific prohibitions, such as but not limited to the throwing of candy and other items to parade attendees, riding on any edge of any float or vehicle in the parade, prohibited items at the parade, and more. Any such prohibitions should be supported by the local ordinance governing parades or special events in consultation with the Municipal Attorney.  Will it be necessary to address parameters or restrict the use of any props or unique participants or float devices or special effects? Such considerations might include the use of antique canons or firearms, starter pistols, smoke, pyrotechnics, loud noisemakers, or similar devices. |  |
| **D** | **Command Post and Structure** | | | |
| 1 | Location and Needs | | Utilize the [FEMA Incident Action Planning Guide](https://www.fema.gov/sites/default/files/2020-07/Incident_Action_Planning_Guide_Revision1_august2015.pdf) as a resource. Utilize the tabletop discussions and pre-event drills as detailed in Section I.B(1) to identify needs and options to modify the Command Post and structure as necessary. |  |
| 2 | Access | | Ensure all appropriate parties are aware of the location and access and egress points. Determine who will be permitted to enter the Command Post, and if any credentials are needed. Will there be a need to establish a “Greeter” or Watch Desk position at the Command Post to eliminate unnecessary entry into the Command Post? What security measures will be necessary to protect the Command Post? |  |
| 3 | Communication and Messaging | | Determine communication and backup communication needs. Ensure all participants are aware of available communication platforms, including radio communications, social media messaging, community messaging, and cellular phones.  Determine if it’s necessary to establish a resource page for the event, which might include a Frequently Asked Questions section, emergency contact information, reporting suspicious activity, and more. Ensure that all parade participants are aware of this page and equipped to inform attendees as necessary. |  |
| 4 | Emergency Vehicle Staging Areas and Emergency Access Points | | Ensure emergency vehicle staging areas are designated, detailed in the IAP, and known to first responders, including mutual-aid resources.  Designate specific areas where emergency vehicles can access the parade route for fire, EMS, and police. Additionally, specific staging areas for fire apparatus and EMS should be detailed if such a location is separate from other first responders. Designate triage, treatment, and transport staging areas as appropriate. Ensure all such locations are detailed in the IAP and known to first responders, including mutual-aid resources. |  |
| **E** | **Weather and Other Critical Incidents** | | | |
| 1 | Pre-Determined Weather Criteria | | Include in the Action Plan what is considered hazardous weather that would result in cancellation. Determine which person(s) have the authority to make this decision. Ensure to practice this contingency as noted in Section I.B(2). |  |
| 2 | Rain Date | | Determine if there will be a rain date, and if so, if such a date is chosen in advance. If so, who is responsible for making this decision, and how will the decision be communicated to participants, those planning to attend or already at the event, and local residents and business owners? Where there is a rain date, will it be necessary to obtain new or amend any required permits? If yes, who is responsible to complete this task? |  |
| 3 | Emergency Shelter Considerations | | Determine if it’s necessary to identify structures or locations that could provide suitable protection in the event of severe inclement weather, such as lightning. Depending on the threat, a safe location could be an attendee or participant’s motor vehicle. If buses are utilized to transport persons, it is possible that they could be utilized as a shelter for some situations. Include the outcome of decisions as appropriate in the IAP. |  |
| 4 | Emergency Notifications | | How will attendees and participants be alerted of emergent hazardous weather, evacuation or shelter-in-place instructions, or other critical issues during or just prior to the parade? Have all attendees and local community members be encouraged to follow the local government, police, fire, or other entity social media platforms prior to the event? Is there one specific social media platform or community notification system that has been designated as the primary emergency information source? If so, does the Command Post have the ability to immediately access the designated system, and have the appropriate person(s) been designated to provide communications to avoid any duplication or conflicting messages? |  |
| **II** | Spectator Safety  **Recent events have escalated the need for strong protection for spectators. Consider that the presence of large crowds allows suspects to blend in easily, commit a violent act and then go unnoticed, thus facilitating their escape.** | | | |
| **A** | **Spectator Monitoring** | | | |
| 1 | Participant Awareness | | Ensure all parade participants have been informed of certain concerning behaviors and how to immediately and effectively report such concerns. Additionally, in coordination with law enforcement officials so as to not conflict with operational security, provide information on any specific concerns or threats, as appropriate. This should be addressed during training for the event, as noted in Section I.A(3). |  |
| 2 | Suspicious Activity Reporting | | Utilize as resources the [Department of Homeland Security – Reporting Suspicious Activity in New Jersey](https://www.dhs.gov/see-something-say-something/reporting/new-jersey), [New Jersey Office of Homeland Security Preparedness Suspicious Activity Reporting,](https://www.state.nj.us/njhomelandsecurity/tips.html) and the [“See Something – Say Something”](https://www.state.nj.us/njhomelandsecurity/tips.html) resource from the New Jersey Office of Homeland Security and Preparedness.  Determine if any local community entities such as the local police department, schools, local businesses, or other government organizations have tiplines or a specific method to report concerning behaviors. Have these been monitored during the planning process of the parade, and can they be monitored during the event? It would be tragic if a person utilized a local crime or suspicious activity tip or reporting procedure just prior to the parade, but yet no one was assigned to monitor such communications.  Ensure all participants know what procedures must be followed in the event they are informed of any suspicious or concerning behavior. |  |
| 3 | Bleachers and Stands | | Appropriate officials should determine safety standards and the construction of viewing stands or bleachers. |  |
| 4 | Parade Staff and Volunteers | | High visibility of parade staff and volunteers is essential to assisting spectators and participants. Parade Staff and Volunteers located throughout the route should be easily identifiable with marked vests and be in compliance with the [Manual on Uniform Traffic Control Devices.](https://mutcd.fhwa.dot.gov/) (MUTCD). |  |
| **B** | **Food and Vendor Safety** | | | |
| 1 | Permits | | Will vendors need permits? Is the permitting process supported by local ordinances? Who will be responsible for ensuring vendors are aware of the permitting requirements? What action will be taken when it is determined that a vendor has not complied with the permitting process and who is responsible for taking this action? |  |
| 2 | Health and Safety | | Will there be vendors who provide food permitted? If so, who is collaborating with local health officials to ensure any requirements are met? What process occurs if it’s determined that a vendor is not complying with health code requirements? Will it be necessary to restrict the placement of any vendor equipment or products so as to prevent such from blocking the view of drivers in the parade or any vehicle driver or pedestrian? |  |
| 3 | Prohibited Items for Sale | | Are there items that are prohibited from being for sale by vendors? If so, is such a prohibition prohibited by law or local ordinance? If not, such a prohibition should be discussed with the Municipal Attorney during the planning stage. |  |
| **C** | **General Security** | | | |
| 1 | Vehicle Ramming | | Collaborate with law enforcement to ensure the potential risks of both intentional and accidental vehicle ramming or pedestrian collision are evaluated. |  |
| 2 | Explosives/  Bombings | | Collaborate with law enforcement to ensure adequate precautions are considered to prevent both accidental and intentional explosions.  Evaluate the risks of explosives along the parade route, in spectator areas, staging areas, parking areas, restrooms and concessions, and more. Explosive Detection K-9 Teams are often utilized to inspect the parade route and spectator areas but also should include parade float staging areas and the actual floats in the staging area.  Determine if it is necessary to remove and modify waste containers to minimize the hiding of explosives. |  |
| 3 | Mass Violence | | Collaborate with law enforcement to help mitigate this risk. Ensure appropriate tip systems are in place for suspicious activity. See Section II.A(2). |  |
| 4 | Highly Emotional Parades or Vulnerable Populations | | Discuss with the parade planning committee, including collaborating with law enforcement, to learn how any parade participants, spectators, protestors, vendors, or the theme of the parade, in general, may have any nexus to highly charged political events or agendas or certain populations. Such an evaluation should include possible considerations on both the national and local levels. |  |
| **III** | Traffic Considerations **Traffic considerations include getting the vehicles of parade participants into a staging area, clearing the parade route of parked cars, notifying commercial establishments of delivery restrictions before and during the parade, ingress routes and parking for spectators, and egress routes for participants and spectators.** | | | |
| **A** | **Pre-parade considerations** | | | |
| 1 | Parking and Transportation | | Determine specific parking areas for attendees, participants, media, and more. Evaluate the need to obtain buses or shuttles to parking areas remote from the parade route. Determine how participants who may be walking or marching in the parade will arrive and depart the parade. Ensure areas designated as parking are permitted parking locations and that the property owner has been involved in the planning process. |  |
| 2 | Street Closures and Pre-Positioning Traffic Control Devices | | Plan in advance which streets need to be closed., which areas may have high pedestrian traffic, and which intersections or highway crossings may need traffic or pedestrian control. Document all findings. Determine how necessary traffic control equipment will be deployed and retrieved. The plan should include whether such equipment has to be replenished during the event and, if so, how will that be accomplished. All equipment should comply with the [Manual on Uniform Traffic Control Devices.](https://mutcd.fhwa.dot.gov/) |  |
| 3 | Alerting Community of Upcoming Parade: Websites, Message Boards, | | Utilize various websites, message boards, billboards, social media platforms, and community notification systems to alert the community of the event, route, detours, specific traffic hazards, parking areas, parking prohibitions, and more in advance of the event and during the event as appropriate. Consider utilizing such platforms beyond the local government, and include business partners and members of the parade planning team to assist in delivering unified strategic messages.  Determine if it’s necessary or appropriate to request or require businesses to take any actions to support a safe event, such as removing displays and trash cans from sidewalks or closing driveways. When any such actions require such actions, ensure consultation with the municipal attorney. |  |
| 4 | Special Hazard Considerations | | Railroad crossings, local hospitals, hazmat locations, bodies of water, vulnerable critical infrastructure, and more may pose a special risk to participants, spectators, or any actions that delay traffic in the area. When such special hazards or critical locations are identified, ensure proper communications take place and involve the appropriate agencies in the planning process. Such entities may include railroad authorities, the New Jersey Department of Transportation, the U.S. Coast Guard, applicable government officials, and managers of identified critical or vulnerable locations. |  |
| 5 | Local Business Impact | | Involving local businesses in the planning process can help ensure local business establishments prepare for any impact the parade might have on their business. Such impacts could include delivery interruptions, increased or decreased patrons, parking limitations, and more. |  |
| **B** | **Parade day Considerations** | | | |
| 1 | Street Closures and Highway Considerations | | The roadway should be closed to regular non-parade event traffic in both directions.  Ensure all areas identified in the planning process that will require road closures or traffic control have been addressed.  Vehicle parking along the parade should be prohibited. Determine how parking prohibition notices will be announced and enforced. |  |
| 2 | Inventorying Needed Resources | | Ensure that all needed resources that were identified in the planning process have been obtained and appropriately deployed. This may include cones, barricades, message boards, and portable lighting. Such resources might also include those assigned to traffic control duties. |  |
| 3 | Traffic Control | | Personnel assigned to traffic control duties must be equipped with an approved reflective vest in compliance with the [Occupational Safety and Health Administration](https://www.osha.gov/laws-regs/standardinterpretations/2009-08-05#:~:text=OSHA%20standards%20require%20such%20employees,the%20vicinity%20of%20excavations2.) and the [Manual on Uniform Traffic Control Devices.](https://mutcd.fhwa.dot.gov/) All persons engaged in traffic control should be trained and participate in a pre-event safety briefing, which includes a minimum review of the IAP and a mutual understanding of terminology and traffic control hand symbols and gestures.  In accordance with the MUTCD, individuals directing traffic during night parades must be illuminated with supplemental lighting. |  |
| **IV** | parade vehicles, floats & marchers, and route  **Combining motorized vehicles with parade marchers presents challenges** | | | |
| A | **Pre-Parade Considerations** | | | |
| 1 | Route Tour and Inspection | | Initiate a route tour and inspection well in advance of the event. This tour should also include any alternate routes that are planned in the event of an emergency, vehicle breakdown, etc. The initial tour should be at least weeks in advance and maybe even months in advance so that any necessary repairs can be made. The tour and inspection should aim to identify potholes, walking and highway hazards, damaged or missing signs, highway paint and markings in need of repair, traffic control equipment that may need repairs, street light outages, and more. The tours and inspections should be completed by more than one person. A tour should take place during daylight so issues can be readily identified, but if the parade is taking place at night, dusk, or dawn, a tour should also be done at that time. Additional tours and inspections should be conducted closer in time to the event, which also includes a list of identified hazards and issues in need to repair to ensure they have been mitigated.  Determine if it’s necessary to properly mark the route for vehicles, floats, pedestrians, and other participants. If such markings occur, ensure they are removed at the conclusion of the event to prevent confusion for drivers and pedestrians.  Ensure that any security measures that were put in place have an inspection process and whenever appropriate, parade volunteers, first responders, and others know how to report any security compromises. For example, some communities may apply hot wax to seal manholes along the parade route. This security measure might have value if there is not a process for persons to identify when that measure has been compromised. |  |
| 2 | Falling Off Floats | | All float passengers standing or seated, and should be wearing a safety belt or have handholds or other support while the float is moving. Ensure all participants adhere to the supervisory standard of one adult for every four children who are riding on the float. Ensure any government employees who are responsible for supervising children have completed the [Municipal Excess Liability Protecting Children Training.](https://njmel.org/mel-safety-institute/model-policies/protecting-children-videos/#:~:text=The%20Protecting%20Children%20video%20was,incidents%20that%20occur%20in%20our) Prohibit any float passengers from riding on any edge of a float or any vehicle. |  |
| **B** | **Parade Day Considerations** | | | |
| 1 | Pre-Parade Briefing for Participants | | Ensure there is a pre-parade briefing for all participants, such as local politicians, civic organizations, youth sports leagues, vendors, and more. |  |
| 2 | Event Day Route Tour and Inspection | | Assign numerous individuals to conduct an event day tour and inspection. Persons assigned to this task should be provided with a list of issues and hazards that were identified as needing repair or mitigation. This tour and inspection take place close in time to the start of the event but prior to road closures and traffic control staffing. See also Section IV.A(1) for considerations concerning Pre-Event Parade inspections. |  |
| 3 | Bicycles | | Any participants riding a bicycle or any single or two-wheeled apparatus must wear a helmet. Determine if skateboards, scooters, E-Bikes, and other means of conveyance will be permitted in the parade. See [MSI Safety Director Bulletin Low-Speed Electric Scooters and Electric Bicycles](https://melsafetyinstitute.org/wp-content/uploads/2022/07/MSI-SD-Bulletin-Low-Speed-Electric-Scooters-and-Electric-Bicycles-E-Bike-E-Scooter-July-2022.pdf) as a resource. |  |
| 4 | Start Time Route Tour and Inspection | | Initiate a final drive-through inspection once all road closures have taken place and all persons assigned traffic control duties have staffed their positions. The person(s) completing this process should not be the driver of the vehicle but should be in a position to carefully observe the route and traffic control measures and have a copy of the areas identified in Section IV.A(1). |  |
| **C** | **Vehicles & Floats** | | | |
| 1 |  | | All vehicles should be driven by a licensed driver at least 18 years of age and with auto liability insurance.  Floats must be structurally sound and safely designed (including emergency exits for all riders and ample ventilation to remove vehicle power and generator exhaust).  Hitches used to attach the float to the vehicle should be factory “receiver” type or welded to the vehicle frame. No “bolt-on” hitches are permissible. Any “drop-hitches” must be at least twelve inches from the ground.  Limit the length, height, and width of floats to dimensions that accommodate the route’s street widths, turns, bridge clearances, and overhanging branches.  Require drivers to maintain a distance of 50 feet from the preceding unit. Ensure all drivers are familiar with the [Municipal Excess Liability Bicycle and Pedestrian Safety Resources](https://njmel.org/2022/08/bicycle-safety-resources/), including information concerning New Jersey’s recent New Jersey Safe Passing Law.  Ensure drivers of vehicles are properly informed that the unnecessary revving of vehicle engines is prohibited.  Limit the speed of motorized units to 10 mph.  Ensure all vehicles are mechanically sound. Motor vehicles in the parade should be inspected by the fire/police department prior to the start of the parade  An unrestricted view is required for all drivers. Any float with persons walking near their specific float should have a person occupying the front passenger seat as a spotter to assist the driver in observing walkers and looking for hazards.  Additionally, when there are walkers, persons that are walkers should be designated as walking spotters who are responsible for monitoring the walkers and communicating with the driver and spotter. The driver, spotter, and walking spotter should agree on mutually understood hand signals and messaging.  Prohibit alcohol and cannabis on floats or use by drivers  Include in the event plan where the use of sirens, horns, starter pistols, cannons, or other noisemakers are permitted, and if so, will there be any restrictions?  Participants must remain on the float at all times.  Review the [MSI Safety Directory Bulletin Low-Speed Vehicles](https://melsafetyinstitute.org/wp-content/uploads/2022/11/MSI-SD-Bulletin-Low-Speed-Vehicles-LSV-Nov-2022.pdf) for considerations when such vehicles are utilized during the event. |  |
| **D** | **Fire Hazards** | | | |
| 1 | Prevention Considerations | | All fueling of combustible engines must be completed before the start of the parade.  Excess flammable liquids (stored gas containers and propane tanks) are prohibited on any floats or towing vehicles.  All decorating materials used on the floats should be flame resistant.  All floats should have a fire extinguisher on board.  Prohibit any use of fire or flames on a float. Prohibit smoking on or near any float. Including during the parade line-up or in the staging area |  |
| 2 | Candy and Material Distribution | | The throwing of candy or any object or material from a float or vehicle should be prohibited. Candy and other materials should only be distributed by walkers and when a walking spotter and driver spotter are assigned, as noted in Section IV.C(1).  The replenishment of supplies for the walkers should never be accomplished when the float or supply vehicle is moving. The method of replenishment should be pre-planned and practiced prior to the event. |  |
| E | **Animals** | | | |
| 1 | Vaccinations | | Any animal in the parade should provide proof of all vaccinations and necessary licensing. |  |
| 2 | Controls and Leashes | | All animals shall be leashed or harnessed as appropriate and shall only participate in the event when they have a history of being accustomed to crowds, other animals, and the noise that may be associated with such an event. |  |
| 3 | Waste | | Determine how animal waste will be addressed. |  |
| 4 | ADA Considerations | | Discuss with the Municipal Attorney special considerations that should exist for service animals. Review the Municipal Excess Liability [American With Disabilities Act](https://njmel.org/mel-safety-institute/resource-center/public-property/americans-with-disabilities-act-ada/) as a resource. |  |
| **F** | **Emergency Egress** | | | |
| 1 | Vehicles and Floats | | The plan must include criteria for whether a vehicle or float participating in the parade is permitted to leave for an emergency. This might be especially important for emergency vehicles. If it is determined that emergency vehicles will be permitted to leave the parade route, the method and route of egress should be determined in advance, known to all applicable drivers, and included in the IAP. |  |
| **V** | **Law Enforcement-Specific Considerations** | | | |
| A | **Law Enforcement Responsibility** | | | |
| 1 | Planning Worksheet | | The entire planning worksheet contains many areas that most likely and perhaps should significantly involve law enforcement. This law enforcement section contains items that are clearly the responsibility of law enforcement; however, it is imperative that the host law enforcement agency review this entire worksheet and are collaboratively involved in the planning process. |  |
| **B** | **Incident Command Considerations** | | | |
| 1 | ICS Training for All Personnel | | All officers should have completed New Jersey [Incident Command System Training Requirements](https://nj.gov/njoem/laws-directives/pdf/Directive_NJOEM-1_2021.pdf) in consideration of the [National Incident Management System.](https://training.fema.gov/nims/) |  |
| **C** | **Intelligence Considerations** | | | |
| 1 | Collaboration | | Event organizers may narrowly focus on the community concerning its needs, background, vulnerable populations, and sensitive issues. The law enforcement agency has a responsibility to scan more globally to identify trends and threats that might impact even the most local event.  Such actions include staying abreast with local and federal law enforcement partners and notifying applicable intelligence fusion centers and joint terrorism task forces of the event. |  |
| 2 | Intelligence Gathering | | Section II.A(2) encourages the use of tiplines and “See Something Say Something.” The local law enforcement agency should ensure that all personnel is trained on how to effectively intake, process, synthesize, and share any tips or intelligence information in a timely manner. Accurate intelligence information is crucial to preventing criminal activity and to ensure the safety of all participants. |  |
| 3 | Social Media | | Ensure personnel is assigned to monitor social media for potential disturbance. Gatherings or disturbances that are considered “Flash Mobs” or “Flash Mob Car Meets” might be best discovered by local authorities. |  |
| **D** | **Pre-Parade Considerations** | | | |
| 1 | Tour and Inspection | | The tour and inspection described in Section IV.A(1) may often be completed by local law enforcement; however, separate security tours should be completed by competent law enforcement personnel well in advance of the event, the day of, and just prior to the start.  Whenever possible, the same person should complete subsequent inspections to help identify suspicious activity or out-of-character situations. The team should also be supplemented by other persons who did not participate in the initial security tour and inspections to help establish “fresh eyes” to avoid complacency.  The security tour should aim, at a minimum, to identify:   * Potential hiding places for those wishing to cause harm include places to stash weapons, explosives, or both high and low sniper hideouts. * Determine if roof access is easily accessible for unauthorized persons and how such access can be secured. * Identify any unusual hazards such as HazMat’s, high voltage lines, railroads, chemicals, or hazards that could be used to harm others intentionally. * Develop and reinforce relationships with private security affiliated with businesses and other locations along or near the parade route. * If feasible, deploy drone or aerial surveillance to learn of potential threats and security vulnerabilities. Evaluate the feasibility and necessity of establishing a protective over-watch of large-crowd areas. |  |
| 2 | Training and Policy | | Ensure all law enforcement officers have completed Active Shooter Hostile Event training, which includes learning principles governing open area or mobile active shooters as opposed to those confined within a building. The training should be consistent with the agency’s Active Shooter Hostile Event Policy.  Stress the need to be vigilant. Although such community events might be celebratory, there is certainly a risk of violence. Some first responders might be working overtime and be fatigued or become complacent.  Partner with EMS, Fire, Hospitals, Emergency Management, and other critical stakeholders to hold a tabletop exercise involving mass violence, as noted in Section I.B(2).  Have and foster an all-hazards approach supported by various policies, including the Incident Command System, Unusual Incidents, Protests, Active Shooter/Hostile Event, and more. |  |
| 3 | Vehicle Ramming | | Consider utilizing the United States Cybersecurity and Infrastructure Security Agency [Vehicle Ramming Self-Assessment Tool](https://www.cisa.gov/vehicle-ramming-self-assessment-tool) to identify risks and implement necessary protection measures. |  |
| 4 | Staffing | | Traffic control may consume significant resources, but staffing considerations should not focus on traffic control exclusively. Determine what additional assets may be needed in the event of a medical emergency, fight, or mass violence. Evaluate if it’s necessary to have rapid response teams or tactical elements on standby within close proximity to the event.  If mutual aid has been requested, ensure all mutual aid first responders are briefed on the IAP so that the host agency and mutual aid assets work together as a unified force.  Determine how additional mutual aid assets will be notified and deployed if such resources are needed.  Determine how officers will be deployed and whether officers assigned in plain clothes capacity covertly intermixed with the crowd is appropriate. If so, all law enforcement officers must be aware of such deployment. |  |
| 5 | Special Equipment Considerations | | Evaluate the feasibility of encouraging local business facilities and even residential homes to ensure their video surveillance systems are functioning and operating for the event. This step might be part of a larger announced community-wide strategy to learn of and link cameras in the community.  Determine the need to deploy light towers to poorly lit areas. Evaluate the need to deploy camera surveillance trailers to assist in event monitoring.  Determine if it is necessary to deploy PODS (Points of Distribution) along the parade route or in other pre-determined areas for supplies, water, and other essential materials or equipment. |  |
| 6 | Communications | | Determine how all first responders and all event staff members will communicate. Will it be necessary to secure a dedicated communications channel, deploy a field communication unit, and establish a communications channel for volunteers or parade organizers who are not first responders?  Determine how a call for service in the general parade area will be dispatched. Will the call for service be communicated directly to field units from the main communication center (Dispatch), or will the communications center direct such incidents to the Parade Command Post for an assignment?  Evaluate the need to coordinate with cell phone providers and request increased service capacity as necessary. When conducting tabletop exercises, include a scenario where all cell phone communications become inoperable and develop measures to overcome such a significant obstacle.  Determine which platforms will provide emergency notifications such as weather emergencies, missing persons, and other critical notices. See Section I.D(3). |  |
| 7 | Media | | Establish a media staging area(s) as part of the ICS planning process. Discuss with parade organizers who are responsible for briefing the media on various types of needs such as road closures, crowd issues, general parade information, emergencies, incidents, etc. |  |
| 8 | Protest Considerations | | Discuss with event organizers First Amendment issues, so they are prepared and understand the parameters of the law in the event people plan to legally exercise their First Amendment rights. Discuss with the planning team any possible need to designate areas for protestors. Ensure officers are properly trained. See the course [Preparing for First Amendment Audits](https://melsafetyinstitute.org/wp-content/uploads/2021/09/Preparing-for-1st-Amendment-Audits-Police-Civilian-Employee-Training.pdf) as a resource.  What considerations need to be discussed in advance concerning parade participants who desire, plan or spontaneously decide to utilize their parade participation to advocate for a certain cause or “protest” an issue? Such a discussion and any consideration should be discussed with the Municipal Attorney. |  |
| 9 | Prohibitions | | Discuss during the process and determine what is prohibited concerning alcohol, cannabis, and firearms both in the parade and along the route. Ensure this is detailed in the plan and such notices are communicated to the public and participants. Discuss any prohibitions with the Municipal Attorney to ensure such prohibitions are supported by state law or local ordinance. |  |
| **E** | **Parade Day Considerations** | | | |
| 1 | Tour and Inspection | | Ensure a final tour and inspection take place on the day of the parade and just prior to the start of the event.  Determine in advance who is authorized to give the notice to start the parade or event. |  |
| 2 | Parade Conclusion Considerations | | Will it be permitted for parade spectators to enter the street and follow the end of the parade? Doing so presents risks, and if it is prohibited, are those responsible for traffic control prepared to prevent such an occurrence?  Is a plan in place to remove traffic control devices and equipment, including flare debris? If the plan entails stacking traffic control equipment for later pickup, is there a concern about theft? |  |
| 3 | Debriefing and Recognition | | Host a debriefing session to share feedback and lessons learned. Law enforcement should participate in the overall debriefing, but there may be a need to have a law enforcement-specific debriefing to share intelligence, tactical lessons learned, and security concerns. |  |

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