



Frederick County Sheriff's Office Special Event Checklist

Event:

- 1) Provide detailed event timelines to include date(s), start times, expected times when all participants would clear certain key points, cutoff times when any participants left would be removed from the course, and finish times.
 - a. Entrance and exit from the event location
 - b. Participant Parking Plan
 - i. Shuttles
- 2) Provide detailed Route Plan including maps with diagrammatic layouts along roadways.
 - a. Identify plan for all signalized intersections.
 - b. Consider parking (If requesting any street parking to be temporarily prohibited, identify police action plan to do so and notification plan for residents/businesses.)
 - c. If requesting to close a lane of traffic for event:
 - i. Identify detour route.
 - ii. Identify delineation/signage plan.
 - iii. Identify plan to notify all residents in section.
 - iv. Identify plan to man intersections.
- 3) Identify conflict points with all businesses, schools and churches along route.
 - a. Explain impacts (Maybe N/A if closed during event's timeline or very minor if event will pass quickly).
 - b. If impacting, explain plan to avoid conflict as much as possible.
 - c. If impacting, explain plan to contact these businesses, schools and churches for notification of event and impacts.
- 4) Identify all traffic control devices (cones, drums, signs, variable message boards, temporary chalk/paint, etc.) to be used throughout the entire route.
 - a. Identify quantities required.
 - b. Identify where materials will be acquired from and associated cost estimate.
 - c. Identify who will place all materials and associated cost estimate.
 - d. Identify timeline for when materials will be set-up and picked up.
- 5) Identify staffing plan.
 - a. Identify exact locations and how many police officers and/or trained volunteers (CAP's/Fire Police) are required. (All signalized intersections, detour areas, and possibly others)
 - i. Identify what police entity would be at each location.
 - ii. Identify time that they can be released from that location.
 - iii. Identify cost estimate for their overtime (if applicable).
 - b. Identify locations and how many adult volunteers (route marshals/monitors) are required. (All other county and private road intersections, business entrance/exits, etc.)

- i. Identify gear for all volunteers (i.e. High Visibility reflective safety vests (Class 2), others...)
 - c. Provide contact information for event leadership/coordinators and their positions on event day.
 - d. If using “leap-frog” approach in shifting volunteers, provide very detailed plan including original location and next locations with times departed and arrived at each. (Consider travel delays for traffic back-ups.)
 - e. Memorandums of Agreement (MOA) will have to be written and signed for agreed upon reimbursement amounts. Signatures on application will suffice if non-profit event and no funds required for government agencies.)
- 6) Identify all detour plans for areas where lanes will be closed.
- a. Identify detour routes.
 - b. Identify timelines (i.e. Detour starts at 0600 and finished after 0900 because participants would be clear).
 - c. Option for 2-way flagging and/or temporarily stopping all traffic may be considered.
- 7) Identify exact aide station locations (if applicable).
- a. Include approval from property owner or business for that location.
 - b. Identify size or footprint aide station will take up.
 - c. Identify gear for volunteers.
 - d. Identify plan to clean up all litter generated.
 - e. Identify emergency medical personnel, if applicable
- 8) Identify exact spectator locations and what you will be publishing for them.
- a. Identify safe parking in/around these locations.
 - b. Identify any hazards and mitigation plan associated with each location.
- 9) Identify allowances for emergency services:
- a. For the event participants.
 - b. For other emergencies within event footprint.
- 10) Identify details surrounding the insurance plan for the event.
- 11) Identify inclement weather plan.