



Burlington Fire Department



136 South Winooski Avenue
Burlington, Vermont 05401-8378

(802) 864-4554 • (802) 658-2700 (TTY)

Business Fax (802) 864-5945 • Central Station Fax (802) 865-5387

Section: 04 - Special Operations	
SOG Number: 04.10	Effective Date: July 27, 2018
Subject: Special Event Coverage	
By Order of Fire Chief Steven A. Locke	

I. Purpose:

This document provides guidance for Fire and Emergency Medical Services coverage for special events which occur within the City of Burlington as authorized by the City Ordinance 13-47 Special Event/Festivals. Special event coverage allows for our firefighters to not only provide an additional level of public safety beyond traditional staffing, our members are serving as ambassadors for the Department and the City as well.

II. Scope:

This document applies to all uniformed members of the Burlington Fire Department.

III. Definitions:

Extra duty: Special Assignments for fire protection, emergency medical services or other official duties that are performed outside of an employee's regular working hours.

IV. Guidelines:

A). Administration and Hiring.

1. Notification will be sent to the Special Events Program Administrator (SEPA) that coverage will be needed for the venue. Details shall include:
 - a. Predicted size of venue.
 - b. Location.
 - c. Estimated resources needed.
 - d. Date of event.
 - e. Predicted start and end time of event.
2. The SEPA shall coordinate the hiring for extra duty coverage as outline in the Burlington Fire Fighters/ City of Burlington Collective Bargaining Agreement (Section 11.11).
3. Upon hiring the coverage, the SEPA shall notify those firefighters who have been awarded the coverage, and indicate which equipment and vehicles will be used.
4. The SEPA will add event information to the notes section of the “Special Event” apparatus in Aladtec .

B). Prior to the Event the most Senior Fire Officer or Fire Fighter shall:

1. Communicate with other personnel to arrange vehicle pick up and arrival times.
2. Secure the vehicle(s) designated by the Special Events Program Administrator. Ensure that the Officer on Duty at the Station is aware that the vehicle is being utilized for the detail.
3. Ensure that the necessary equipment is checked and available. This list will include:
 - a. EMS Jump Bag
 - b. Automated External Defibrillator
 - c. Portable Radios
4. Sign on with the Emergency Communications Center (Dispatch) and relay the following:
 - a. Unit(s) call sign
 - b. Number of Firefighters working the detail.
 - c. Location of the event.
 - d. Name of Venue that is being covered.

5. Complete the required documentation to include:
 - a. Daily Fire Safety Inspection Checklist
 - b. Tent Inspection Checklist (if a tent is involved)
 - c. Waterfront Evacuation Plan or specific venue evacuation plan (if applicable).
6. Ensure that all members are wearing the correct uniform as outlined in SOG 00.04 Uniform Policy – Section 8.

C). Upon arrival at the Event:

1. Firefighters working the detail will meet with the venue/event contact to review the following:
 - a. Start time verification as listed in the Aladtec Note.
 - b. Establish a location for the deployment of the Fire Department EZ up Shelter which identifies the location of Fire and Emergency Medical Service Resources.
 - c. Monitor the weather forecast and communicate the Emergency Evacuation Plan with event contact.
2. Conduct building and/or tent safety inspections using checklists as guidelines.
3. Have any deficiencies found correct prior to the start of the event.
4. If a deficiency cannot be corrected, the risk must be evaluated and the on-duty Shift Commander shall be consulted.
5. Deploy the EZ Up Shelter (If appropriate for venue location).

D). During the Event:

1. Firefighters working the detail shall be responsible for performing a fire watch. This includes:
 - a. Being available for the members of the public or venue to have immediate access to emergency services.
 - b. Patrolling the venue to enforce fire safety concerns.
 - c. Ensure that smoking is only allowed in designated smoking areas.
 - d. Ensure egresses are maintained.
 - e. Watch for overcrowding.
2. If an incident or situation occurs that is beyond the expertise of the members working the detail, the on-duty Shift Commander shall be consulted.

3. In the event of an emergency the firefighters working the detail shall:
 - a. Handle if able with the resources and equipment assigned.
 - b. Call for additional resources as needed.
 - c. Ensure a prompt evacuation in the event of severe weather.
 - d. During evacuations, direct patrons of the venue to safe areas.
 - e. Coordinate with on duty resources if the event escalates.

4. Emergency Medical Coverage
 - a. For serious cases call for an on-duty resources as needed.
 - (1) An incident shall be generated by dispatch.
 - b. For moderate cases that can be handled with the detail resources.
 - (1) An incident shall be generated.
 - (2) If a patient is not transported the appropriate documentation must be completed including a SIREN report.
 - c. For minor cases that can be handled with the detail resources (such as handing out a bandage), the patient name shall be recorded and added to the Notes section of the Inspection created for the event in the RMS.

5. Waterfront and Tent Considerations
 - a. Review the evacuation plan with the Event contact prior to the event.
 - b. Coordinate with the on-duty Shift Commander if severe weather is forecasted.
 - c. Monitor the weather, consider contacting the National Weather Service in Burlington at (802) 658-0150, for a more detailed threat assessment.
 - d. If severe weather is imminent – summon the Event contact and call for an evacuation.
 - (1) This shall occur 20-30 minutes prior to the anticipated arrival of the severe weather.
 - (2) Declare a weather emergency with the Emergency Communications Center (Dispatch).
 - (3) Summon on duty resources.
 - (4) Execute the emergency evacuation plan.

E). After the Event:

1. The most Senior Fire Officer or Firefighter working the detail shall meet with the Event Contact to confirm the release of Fire Department Resources.
2. Confirm the end time with Event Contact.
3. Restock and refuel all equipment.
4. Sign off the air with Dispatch.

5. Contact the on duty shift commander to confirm end time. The on duty shift commander will modify end time in Aladtec as necessary.
6. Enter a “SEIN” Inspection in the Records Management System under the event location (As an example: Waterfront Park – Occupancy ID 4427, Occupancy Name: 1 Lake St – Waterfront Park – North).
7. This inspection record should include:
 - a. A narrative of the event venue including any notable occurrences, such as:
 - (1) Any patient contacts;
 - (2) Fire watch concerns;
 - (3) Any incident numbers that were generated as a result of the special event.
 - (4) The name of the firefighters hired and their start/end times.
 - (5) Include reasons for any time or personnel deviations.

V. Responsibility:

It is the responsibility of all members to read, understand and follow this Standard Operating Guideline

Revision History			
Revision Date	Section	Summary	Principal Author
July 27, 2018	All	Formalizes existing practices.	DC Collette, FM Simays, Lt. O’Brien & Lt. Ferris
July 1, 2021	Evac locations	Updated available evacuation location and updated contact information for each evacuation site	BC Grenon



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Waterfront Park - - Evacuation Plan

Pre –event:

- Meet with the promoters to review the weather forecast and the evacuation plan. They were required to have one site as part of their festival or use permit.
- Identify the promoters staff who are to assist in an evacuation.
- Review the plan and evacuation triggers with the staff.
- Identify the appropriate cell numbers of these individuals and share with dispatch (BECC).

ALWAYS ERR on the side of safety.

When in doubt contact the on-duty Shift Commander.

Waterfront Evacuation Triggers:

- The decision to evacuate the Waterfront Park Festival site will be made if severe inclement weather is **observed or forecasted within a 30-minute window** (websites to be monitored - NOAA and/or weatherunderground .com)
- The promoters of the event are responsible for monitoring the weather either through Internet or by radio.
 - Weather is monitored at the Community Boathouse using NOAA radio broadcast & website
 - If there are **ANY** thunderstorms imminent (tracking to the site <30 minutes), wind gusts over 35mph or sustained wind over 25 mph are observed, **the site shall be evacuated.**

Evacuation Protocol:

Contact the On-Duty Shift Commander immediately

- Announcements will be made via any local PA system that may be set up as part of the festival/event. Vehicle siren/PA system may be used for this announcement.

Event Participants and Pedestrians may be evacuated to their personal vehicles, while those on foot will be urged to find safety at parking structures and nearby businesses. See separate Evac. Site capacities sheet.

- Burlington Police Department dispatch will be notified that an evacuation of the festival site is taking place to facilitate potential traffic disturbance as the public is moved to evacuation sites.
- Event staff will be positioned along evacuation route to direct people to proceed via sidewalk on Lake Street and College Street to the Burlington City parking garage, 300 Lake St garage, and ECHO Ctr.
- People with disabilities will be given preference to evacuate to ECHO
- USCG Station Burlington IS NOT an evacuation site.

NO personnel are allowed to be sheltered in any tents. The tents are not grounded and are likely to catastrophically fail from the effects of winds over 25 MPH sustained.



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Waterfront Evacuation Site Capacities

When an evacuation order is imminent, fire personnel shall contact the on-duty Shift Commander immediately via dispatch and request an NFIRS incident number.

As an order to evacuate constitutes an emergency, Firefighters shall use any means available to safely shelter endangered persons.

In exigent circumstances Firefighters may use public building to use as a temporary shelter.

These locations include:

Site/location

Capacity @ 1:7 sq. ft.

Echo Center

200 (use for people with disabilities)
ECHO requests notification two weeks prior to an event. (contact guest services 802-864-1848) Contact Person during event Kelsey VonDerLinn (203) 470-0956

Covered Parking structures:

300 Lake ST Parking garage

390 (contact person Josie Curtin (802) 861-7360)

60 Battery St Garage

Level 1 – 490 Battery St Entrance
Level II - 736 College St
Level III- 736

All parking structure capacities are computed on available space when all parking places are filled.

NOTE: USCG-Station Burlington cannot be used as it is a DHS site.

(05/08, revised 05-1



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Daily Fire Safety Inspection Checklist

(To be completed and signed each day before opening event to the public)

Business: _____ Date: _____

KEY: ✓ = Tests correctly X = Deficient

Exits

- ___ 1. Interior access aisles to the exits are clear of all obstructions. (36" width minimum).
- ___ 2. All exit doors free of all obstructions. (E.g. tables, chairs, clothing, storage items, etc.)
- ___ 3. All exit doors and hardware operate properly. (All doors unlatch easily, swing freely and open the full width of the door frame).
- ___ 4. Unlock all exit doors by the start of business hours.
- ___ 5. All means of egress shall be free of obstructions to the public way. (City sidewalk or street).
- ___ 6. All means of egress shall be free of ice and snow to the public way.

Exit Signage and Lighting

- ___ 7. All required exit signage shall be illuminated with both the primary (AC) and secondary (DC) bulbs functioning. (30 second function test).
- ___ 8. Emergency lighting shall be provided for all exits, aisles, corridors and stairs.
- ___ 9. All emergency lighting shall operate. (30 second function test).

Fire Protection

- ___ 10. All required fire extinguishers are not obstructed.
- ___ 11. All fire protection systems are operational and free of supervisory faults. (No system "trouble" lights illuminated).

Deficiency Report:

Corrective actions completed by: _____

Inspection conducted by: _____ Time: _____

Important Note: Any deficiency shall be corrected prior to opening.