



Special Events Planning

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The Planning Cycle



The Planning Cycle - Pre-Planning



Permit / Contract Review

Evaluate all permits, contracts, or bids for deliverables and timelines.

- For smaller events, are all city requirements met with clear agreement on logistics and timelines?
- For major events, what has the City agreed to provide and on what timeline?
- What resources / departments will need to be included? Have all stakeholders provided input?
- What other events are scheduled in proximity to this event that could cause a conflict?

Stakeholder Discussions

- Establish leads and communication pathways (meetings, emails group, etc.)
- Ensure all critical stakeholders are included.
- This includes event / venue leads and all workstreams that will be responsible for planning and feedback.
- For larger events, establish subcommittees, mission statements, and deliverables.

Site Surveys

Walk through the venues, spaces, routes, etc. that are planned to be utilized – are there unexpected obstructions or issues that need to be addressed prior to this event?

The Planning Cycle - Planning & Testing



Incident Plan Drafting

Draft, Review, & Revise the Incident Plan....

- This may require multiple iterations.
- At the minimum, the plan should include:
 - Command assignments
 - Roll Call timing and location
 - Assigned areas of responsibility & manpower allocation
 - Communications plan (including contact information where necessary)
 - Maps of any routes, barriers, traffic closures, and/or static positions

Stress-Testing

- Review threat assessments for any potential considerations and impacts.
- Plan and conduct Tabletop exercise to test the current plan. If needed, revise the plan to include additional resources or accommodate modifications. Ensure all stakeholders are at the table for feedback and testing!

The Planning Cycle – Event & After Action



Event Monitoring & Adjustments

Utilize a Unified Command Structure to communicate across agencies and stakeholders.

- For larger events, there may be multiple command posts, but all communication should be filtered through a central point to ensure all teams are able to respond quickly and efficiently.
- Adjustments should be made and documented for After Action reporting.
- For multi-day events, a daily briefing call should be established to review the previous day's events and modify plans as needed.

After Action Reporting

Each Command area / AOR lead should submit an After Action Report detailing challenges and suggestions for what could have been done differently and / or to maximize public safety and efficiency. These reports should be compiled and use to guide the next event (especially for those that repeat annually).