**NOTE: This should be adopted as a city/town policy**

**City/Town of SAMPLE**

**Parades**

1. PURPOSE

The purpose of this policy is to adopt written guidelines that will protect the safety of parade participants as well as the public and to ensure that basic safety measures are addressed during these events.

1. POLICY STATEMENT

As a municipality the City/Town of SAMPLE is responsible for ensuring public safety for parades or special events that occur within the city/town. Any parade occurring within the city/town limit must be permitted and approved as required by \*Ordinance No. .

1. EVENT PRE-MEETING(S)

The Mayor/City Manager should organize a meeting(s) of all “Key Contacts” to discuss specific roles and responsibilities for the parade.

1. Key contacts are those individual municipal officials/personnel along with other key individuals with whom organizers should coordinate. These contacts should include, but are not limited to:
2. Mayor
3. City Manager
4. Police Chief
5. Fire Chief
6. EMS Director
7. Public Works Director
8. Electric Dept. Director
9. Parks & Recreation Director (when events are on city recreational property)
10. Other State, County or Municipal police agencies (when additional law enforcement is needed)
11. Railroad officials (when event route crosses railroad tracks)
12. State Department of Transportation officials (if state roads are involved)
13. Local Chamber of Commerce Director, Civic group leaders or other community groups involved in organizing the event
14. The attached **Parade/Event Checklist** (Attachment A) will be maintained by the city manager, ensuring that all areas of concern are covered for each event.
15. Police and fire departments should have separate Standard Operating Procedures (SOPs) for how their personnel manage these events. These SOPs address in greater detail any procedures conducted by police and/or fire personnel at these events. The police chief and fire chief should maintain up to date “Best Practices” SOPs and have them available for the Mayor/City Manager in advance of any event.
16. UNEXPECTED EMERGENCIES

During the meeting of Key Contacts, the police chief, fire chief and EMS director should address plans for unexpected emergencies. These plans should address risk mitigation and contingency planning. These plans should be included in their individual SOP’s.

1. SAFETY BRIEFINGS AND PARTICIPANT SCREENING

The police and fire chief or their designated personnel should conduct safety briefings for event participants. Participants will be instructed that streamers, balloons or other like items are not permitted on the route because they can and will hit powerlines and transformers causing hazards and power outages.

1. ROUTE
2. City hall staff will prepare route maps to clearly delineate street closures. Route planning should pay special attention to regulations around hospitals, schools, and jails. Prior to the event the police and fire chief should check the entire route for potential dangers. Dangers could include low hanging powerlines and traffic lights that could be hit by parade floats, potholes in the roadway, and street signage that could interfere with floats or other vehicles.
3. Residents and businesses along the parade/event route should be notified in advance of possible street closures.
4. VEHICLES AND DRIVERS
5. The police chief or his/her designee will assist the city in determining a speed limit for parade vehicles and safety guidelines for types and sizes of vehicles allowed to haul floats and external passengers. \*Ordinance No. addresses height and device guidelines for railings for external passengers on floats. The police chief will ensure this ordinance is adhered to.
6. The police chief will conduct driver and vehicle screening to ensure all drivers have a current valid driver’s license along with proper insurance coverage.
   1. Driver’s license, vehicle, and insurance information shall be provided during registration, along with notification of any changes as far in advance as possible. Onsite substitutions should not be approved unless the driver license, vehicle, and insurance information are screened and approved by the police chief or his/her designee.
7. Beyond the requisite driver’s license and insurance needed to operate a motor vehicle, local police officials will provide additional guidance to determine minimum age and other safety requirements or training for drivers, especially those that are pulling the extra length and load of a large float.
8. Parade vehicles should have a pedestrian spotter to accompany each vehicle , walking alongside the vehicle driver’s door to act as an additional lookout, help the driver maintain a safe speed and pace of travel while maintaining a safe distance (to-be-determined) from pedestrian or vehicular participants ahead.
9. PARTICIPANTS
10. Parade organizers should identify participants or performers within the parade/event, and any vehicles, bicycles, large inflated balloons, or animals that will be used within each display and provide a list to the Mayor/City Manager. This list will be discussed at a Key Contact meeting to ensure all safety standards are being met.
11. Municipal officials will determine if chaperones are needed for participants under 18.
12. Municipal officials should prohibit participant alcohol consumption prior to and during the parade as well as any other items or activities deemed necessary.
13. ANIMALS

If animals are included, officials will identify the species, quantity, and health of the participating animals. Precautions should be taken within parade line-ups to ensure animals are well cared for and are not startled by other participants or noise which could cause a public safety hazard. This is particularly true if horses are allowed in a parade.

1. INSURANCE

Parade organizers must offer proof of insurance on vehicles and drivers participating in the parade. Municipal officials will determine if the organizations participating and coordinating the parade need to provide additional insurance.

***DISCLAIMER***

***NOTE****: These documents are being provided to you from the AMIC/MWCF Loss Control Division and are not intended to be legal advice. They do not identify all the issues surrounding a particular topic. Laws and “Best Practices” change and policies must be continually reviewed and updated as needed. Public agencies are encouraged to review their procedures with an expert or an attorney who is knowledgeable about the topic. Reliance on this information is at the sole risk of the user.*

\*Municipalities should adopt a municipal ordinance that addresses parades and other special events corresponding with this policy.

**Attachment A**

**City/Town of SAMPLE Parade/Event Checklist**

Event Type Date Time

Location Event Organizer

Organizer Representatives Name Contact #

Permit applied for and approved by the city YES  NO  Date / Permit #

Organizer has appropriate event insurance coverage YES  NO 

1. Key Contacts for event:
2. Mayor Contact #
3. City Manager Contact #
4. Police Chief Contact #
5. Fire Chief Contact #
6. EMS Director YES  NO  Remarks
7. Public Works Director YES  NO  Remarks
8. Electric Dept. Director YES  NO  Remarks
9. Parks & Recreation Director YES  NO  Remarks
10. Additional State, County or Municipal police agencies required YES  NO 

* State Troopers YES  NO  Contact Contact #
* Sheriff’s Department YES  NO  Contact Contact #
* Other Police YES  NO  Contact Contact #
* Railroad officials YES  NO  Contact Contact #
* State DOT YES  NO  Contact Contact #
* Chamber of Commerce YES  NO  Contact Contact #
* Other: Contact Contact #
* Other: Contact Contact #
* Other: Contact Contact #

1. Meeting with Key Contacts YES  NO  Remarks
2. Updated Police Department SOP YES  NO 
3. Updated Fire Department SOP YES  NO 
4. Safety Briefing YES  NO  Remarks
5. Event Route Map produced YES  NO  Remarks
6. Vehicles, floats etc. checked to ensure they meet guidelines YES  NO 
7. Drivers checked to ensure they have proper driver’s license and insurance YES  NO 
8. Animals used in event YES  NO 

Other Remarks