

SPECIAL EVENTS PLANNED/SCHEDULED

1. **Definition of a special event** - Any event, known in advance, that requires additional communications resources. An event that involves multiple jurisdictions or multiple agencies for event coordination in so much as an off net work frequency will not suffice or the need is across long distances (in miles) where point to point will not function. (This includes large scale training exercises)

2. Alternate tactical talk-group(s) will be assigned as available for the duration of the event upon request. Talk-group assignment is subject to pre-emption if required for reassignment to an emergency event. At any time during a scheduled event should the need arise for the 911 center to recall these frequencies/s the center will contact the user on the air, the user will have to go off net work or revert to their back-up communication plan

- a. Alternate tactical talk-groups should be scheduled as far in advance as possible.
- b. Appropriate radio dispatch will be notified by requesting agency or Incident Commander when the requested talk-group will no longer be needed.
- c. All requests will be logged using form OP-234. (Refer to form OP-234 and established guidelines)

3. **Reserving a TAC channel**- This will be done via a letter to the 911 center on department letterhead containing the following information: *Name of the event, Time, Day, Location, Estimated time the channel will be in use and an event or agency Contact name, Phone number and E-mail*. This will need to be done a minimum of 2 weeks in advance. The 911-Center will respond back in writing via e-mail or post with the assigned tact channel(s) for the event

The 911 center will not be monitoring your assigned event tact channels on a primary basis however; your emergency traffic buttons will function 'on' if you are on the network.