



**MASTER COPY**

**Texas A&M University-Texarkana  
Police Department**

**Special Event Plan Request for Police Officers**

<b>Event Title:</b>					<b>Special Event Plan ID:</b>		
<b>Event Sponsor:</b>							
<b>Date of Event:</b>		<b>to</b>		<b>Event Time:</b>		<b>to</b>	
<b>Type of Event:</b>							
<b>Location:</b>							
<b>Event Contact Person:</b>							
<b>Agency Coordinator</b>							
<b>Alcohol Served:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No						
<b>Crowd Estimate:</b>				<b>Traffic / Parking Estimate:</b>			
<b>Event Considerations:</b>							
Ingress / Egress of Vehicles	<input type="checkbox"/> Planned	<input type="checkbox"/> N/A	Temporary Traffic Controls	<input type="checkbox"/> Planned	<input type="checkbox"/> N/A		
Ingress / Egress of Pedestrians	<input type="checkbox"/> Planned	<input type="checkbox"/> N/A		<input type="checkbox"/>	<input type="checkbox"/>		
Emergency Vehicle Access	<input type="checkbox"/> Planned	<input type="checkbox"/> N/A		<input type="checkbox"/>	<input type="checkbox"/>		
Alternate Traffic Routes	<input type="checkbox"/> Planned	<input type="checkbox"/> N/A		<input type="checkbox"/>	<input type="checkbox"/>		
<b>Estimated Number of Agency Personnel Needed for Crowd Control:</b>							
Commissioned Officer(s)				Civilian(s)			
				Other:			
<b>Estimated Number of Agency Personnel Needed for Traffic Control:</b>							
Commissioned Officer(s)				Civilian(s)			
				Other:			
<b>Estimated Total Number of Agency Personnel Needed for Event:</b>							
Commissioned Officer(s)				Civilian(s)			
				Other:			
<b>Special Equipment or Logistical Requirements:</b>							
Barricades	<input type="checkbox"/> Planned	<input type="checkbox"/> N/A	Other:	<input type="checkbox"/> Planned	<input type="checkbox"/> N/A		
Flares	<input type="checkbox"/> Planned	<input type="checkbox"/> N/A	Other:	<input type="checkbox"/> Planned	<input type="checkbox"/> N/A		
Traffic Cones	<input type="checkbox"/> Planned	<input type="checkbox"/> N/A	Other:	<input type="checkbox"/> Planned	<input type="checkbox"/> N/A		
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Planned	<input type="checkbox"/> N/A		



**Event Location Diagram: For outdoor use only**

**Assignment Descriptions: Will be assigned when form turned in to U.P.D.**

#	Title	Duties / Responsibilities	Assigned Officer

**A&M-Texarkana University Police Department**

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**Vehicle Ingress / Egress Plan:**

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**Pedestrian Ingress / Egress Plan:**

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**Emergency Vehicle Access Plan:**

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**LifeNet Required?**

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**Fire Department Required?**

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