

# **REQUEST FOR COMMITTEE ACTION**

## **HENDERSON COUNTY TECHNICAL REVIEW COMMITTEE**

**MEETING DATE:** May 21, 2024

**SUBJECT:** USA Cycling Collegiate Mountain Bike National Championship

**PRESENTER:** Matt Champion, Zoning Administrator

**ATTACHMENTS:** 1.) Public Safety Plan

### **SUMMARY OF REQUEST:**

Clay Harper and Callie Horwath on behalf of USA Cycling has applied for a special event permit with an anticipated daily attendance of 600 participants. A special event with more than 500 participants requires Technical Review Committee approval. The event is to be held at the Ride Rock Creek property of W Rock Creek Rd on October 23, 2024, through October 27, 2024. The public safety plan indicates that 20 paid staff and 100 volunteers will serve the event.

### **SUGGESTED MOTION:**

I move to approve, approve with conditions, deny the special event permit for USA Cycling Collegiate Mountain Bike National Championship.



## PUBLIC SAFETY PLAN FOR SPECIAL EVENTS

The purpose of this document is to provide special event planners a guide to address potential safety hazards and to identify safety procedures that should be in place prior to an event.

Complete all applicable fields, and identify any fields that are not applicable to the event with an N/A.

EVENT INFORMATION		
Name of Event:		
Type of Event (recreation, athletic, concert, festival, etc):		
Ticketed Event: N/A	Maximum Tickets: N/A	
Event Sponsor:		
Event Location Property Owner:		
Facility Address:		
City:	State:	ZIP Code:
Event Manager Contact:		Cell Phone:
Email:		
Date(s) of Event:		
Time(s) of Event:	Estimated Daily Event Attendance:	
Estimate of largest number of people that will be at the event at the same time: 500		
Description of Event Area: Bike park with pastures for parking and vendors		
Additional permits required (Building, Fire, Health, NCDOL, ABC etc)?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, attach specific permit:		
Other Critical Event Information:		
EVENT STAFFING		
Number of Event Staff:		
Event Staffing Plan (shifts, locations, duties and responsibilities etc): See attached sheet		
Will there be a need for onsite <b>Fire Services</b> ?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, who and where will they be located at the event?		
Will there be need for onsite <b>EMS/Medical Services</b> ?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, who and where will they be located at the event?		
Will there be need for onsite <b>Law Enforcement/Security</b> ?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, who and where will they be located at the event?		
Is <b>Fire Watch</b> required for the event?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what staff are assigned to Fire Watch?		
Are " <b>Trained Crowd Managers</b> " (TCMs) required for the event? (Events >1000 attendees)		<input type="checkbox"/> Yes <input type="checkbox"/> No
TCM Names and certifications attached?		
Who are other key event staff and what are their roles in an emergency? See attached sheet		
List any training that will be required for staff prior to the event (including volunteers): See attached sheet		

EVENT PARKING, INGRESS AND EGRESS	
Description of the Event Parking Plan: See attached sheet	
Is there offsite parking?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where (shuttle description)?
Are Law Enforcement Personnel providing traffic control on roadways?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, where?	
Are parking responsibilities being contracted to a vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what vendor and describe the contracted services:	
What is the route for emergency vehicle ingress to the event site? See attached sheet	
How will you maintain the emergency vehicle route, including during pre-event and post-event activities? See attached sheet	
Describe the flow of pedestrians through the event: See attached sheet	
Describe any hazards or restrictions to mass evacuation of the event (fencing, limited emergency exits) and how these hazards will be addressed: See attached sheet	
Provide a separate site plan of the area showing traffic flow, pedestrian flow, parking, event location, security, medical, food, restrooms, sanitation, areas of refuge, and fire locations. See attached map	
Other parking and access considerations:	
EVENT ACTIVITIES	
Description of Event Activities:	
Will there be tents?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Individual tents greater than 400 sqft attach permit:	
Will there be items that need power?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, list the number and sources (permanent, temporary, generator): See attached sheet	
Will there be chemical, environmental or other hazards present?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, list the type, quantity, exact location at the event, and procedures for managing the hazard:	
Will there be rides?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inflatable <input type="checkbox"/> Mechanical
If yes, list the quantity, type, and vendor information:	
Will there be animals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, will patrons be allowed to handle or touch the animals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If patrons can touch or handle animals, list sanitation procedures:	
Will there be food?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide vendor information: See attached sheet	
Will there be other vendors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide all vendor information and location map attachment. See attached sheet	
EMERGENCY RELOCATION AND ASSEMBLY AREAS	
Primary and Secondary Indoor Relocation Area(s): See attached sheet	
Primary and Secondary Outdoor Assembly Area(s): See attached sheet	
EMERGENCY COMMUNICATIONS	
Describe the methods available for communicating an emergency to staff, vendors and the public: See attached sheet	

FIRE PROTECTION AND LIFE SAFETY SYSTEMS AND EQUIPMENT	
Describe the systems in place to assist with an emergency (Public Address System, Fire Alarm or Sprinkler System, etc.): See attached sheet	
Describe the equipment available to assist in an emergency including quantity and location (First Aid Station(s), Fire Extinguishers, First Aid Kits, Automated External Defibrillator (AED), etc.):See attached sheet	
Describe the time and date of on-site preplanning meeting before event: See attached sheet	
ADDITIONAL INFORMATION	
PLAN REVIEW AND APPROVAL	
Plan Created By: Callie Horwath	Date: April 18, 2024
Plan Reviewed By:	Date:
Plan Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:

See attached sheet



Check List and Instructions:

Plan must be submitted to Henderson County Zoning Administrator no later than 60 days prior to the event.

Plan must be submitted for review with any applicable attachments including

- Event site plan (map)
- Parking plan
- Facility floor plan (evacuation route map)
- Any other applicable permits or attachments

Upon completion and approval of the event public safety plan:

- Keep the plan in a readily accessible location.
- Provide on-site Emergency Action Plan meeting with all appropriate agents before event.
- Provide access to the plan to all event staff.
- Allow all event staff adequate time to review the plan.
- Ensure that all event staff understand the plan and their duties as assigned in the plan.

On event day the following procedures will be followed:

- Proper electrical and mechanical codes will be utilized at all times.
- All event staff will be familiar with emergency procedures and relocation areas.
- Required PPE items will be on hand for use, this will include the following; First Aid, Safety Glasses, Safety Vest, Hearing Protection and Flashlights. Event Safety Coordinator will advise on any additional safety items.
- Event Manager/Event Safety Coordinator will monitor weather for changes. This will include some type of monitoring alert system such as a weather radio.
- All inflatable rides will be inspected prior to start of the event by the Event Manager/Safety Coordinator.
- All Fire Watch and TCM personnel will begin ½ hour prior to start of the event and remain in effect ½ hour after the conclusion of the event.
- All traffic controllers will have the following PPE provided to them: safety vests (minimum level II); safety glasses, flags for daytime use; flashlights or glow sticks for nighttime use; and hearing protection if deemed necessary and communication if deemed necessary.
- Event staff working around heavy equipment, generators or any other device deemed by the safety coordinator as producing sound levels greater than 90 decibels will wear ear protection.
- Event staff will be informed of procedures to follow related to security issues prior to start of event.
- All Patron injuries will be tracked and recorded.
- All vehicles that are used during the event will have the following: First Aid supplies (as prescribed), fire extinguishers 10lb (A-3, BC-40).
- All tents will be equipped at a minimum with appropriate tie downs (includes vendors). All tents will have the following: 5lb (A-2, BC-10) fire extinguishers (mounted) and "No Smoking" signs. There are additional requirements that shall apply based on size, type and location of larger tents. All tent data should be provided during the written or lay out plan.
- All ride vendors must comply and pass inspection prior to the start of the event (refer to vendor inspection sheet).
- All inflatable rides shall be taken out of operation when any of the following is met: severe weather (that does include rain storms); winds exceeding 25mph; or temperatures that exceed manufacturers recommended design (that is 90° F for most inflatable rides).

Key Definitions:

An **Area of Refuge** is a location in a building designed to hold occupants during a fire or other emergency, when evacuation may not be safe or possible. Occupants can wait there until rescued by firefighters.

The **Indoor Relocation Area** is an interior space that can accommodate the occupants of the event and provide the most protection from outside hazards, the most recognizable threat being severe weather.

The **Outdoor Assembly Area** is an open outside location at least 100 feet from the evacuated facility where occupants temporarily gather following an evacuation in an effort to make sure everyone is out of the building safely. This area should be located away from access points used by emergency vehicles.

Trained Crowd Control (training):

[http://www.ncdoi.com/OSFM/Fire\\_Safety\\_Programs/Default.aspx?field1= Crowd\\_Manager\\_Training&user= Crowd\\_Manager\\_Training](http://www.ncdoi.com/OSFM/Fire_Safety_Programs/Default.aspx?field1= Crowd_Manager_Training&user= Crowd_Manager_Training)

## Special Events Permit Questions

### *Event Staffing*

1. Event Staffing Plan (shifts, location, duties, responsibilities)

USA Cycling:

National Events Manager: Kyle Knott

National Events Coordinator (staff lodging, logistics): James Emeric

RC Gravity Race Director: Neko Mulally

RC Event Manager: Callie Horwath

RC Event Coordinator: David Kahn

Volunteer Staffing:

Parking, Vendor, Course Marshalls, etc.

2. Trained Crowd Managers

3. Who are other key event staff and what are their roles in an emergency?

The bike park has it's own bike patrol (EMS certified) and will be hiring an Emergency Medical Squad who will be on-site the whole event. We are also working with Green River EMS to staff the event and have an ambulance on-site.

4. List any training that will be required to staff prior to the event (including volunteers). All bike patrollers and emergency medical crew will be EMS certified/Wilderness Certified, etc. All volunteers will be trained on proper emergency procedures. More specific training will be given prior to their daily tasks (marshals will have training because their job is important to race safety).

### *Event Parking, Ingress, and Egress*

1. Description of the Event Parking Plan: All of the parking will be in the pastures at the bottom of the venue. There are 12 acres of parking and we will have a separate entry and exit. Parking attendants will ensure vehicles are properly utilizing spaces.

2. Are Law Enforcement personnel providing traffic control on roadways? No

3. How will you maintain the emergency vehicle route, including during pre-event and post-event activities? The emergency route will be the 284 Grannies House Road address. This the entrance/exit that is the private way onto the property. There will be no other traffic/people on this road.

4. Describe the flow of pedestrians through the event: A large majority of the event participants will be riders. These riders will predominantly be on the shuttle truck and bike trails. The spectators have their own spectator trail alongside the race courses. From the parking, there are several access roads used to direct them on to the venue. There are plenty of access roads/open spaces for spectators/participants to hang out during event.

5. Describe any hazards or restrictions to mass evacuation of the event (fencing, limited emergency exits) and how these hazards will be addressed: If there is a need for a mass evacuation, the entrances will turn into exits and there will be 3 leaving the property. Once they leave the parking, they are on a public road, with only 1 direction out. Once off of Rock Creek Rd, there are several ways out of the area.

### *Event Activities*

1. If yes, list the number and sources (permanent, temporary, generator): Food trucks and timing/announcing will be on permanent power. There is permanent power in several locations near the medical tent/bike shop/dining area.
2. We will have about five food trucks on site
3. Vendors: will have vendor/pits spaces up near village area

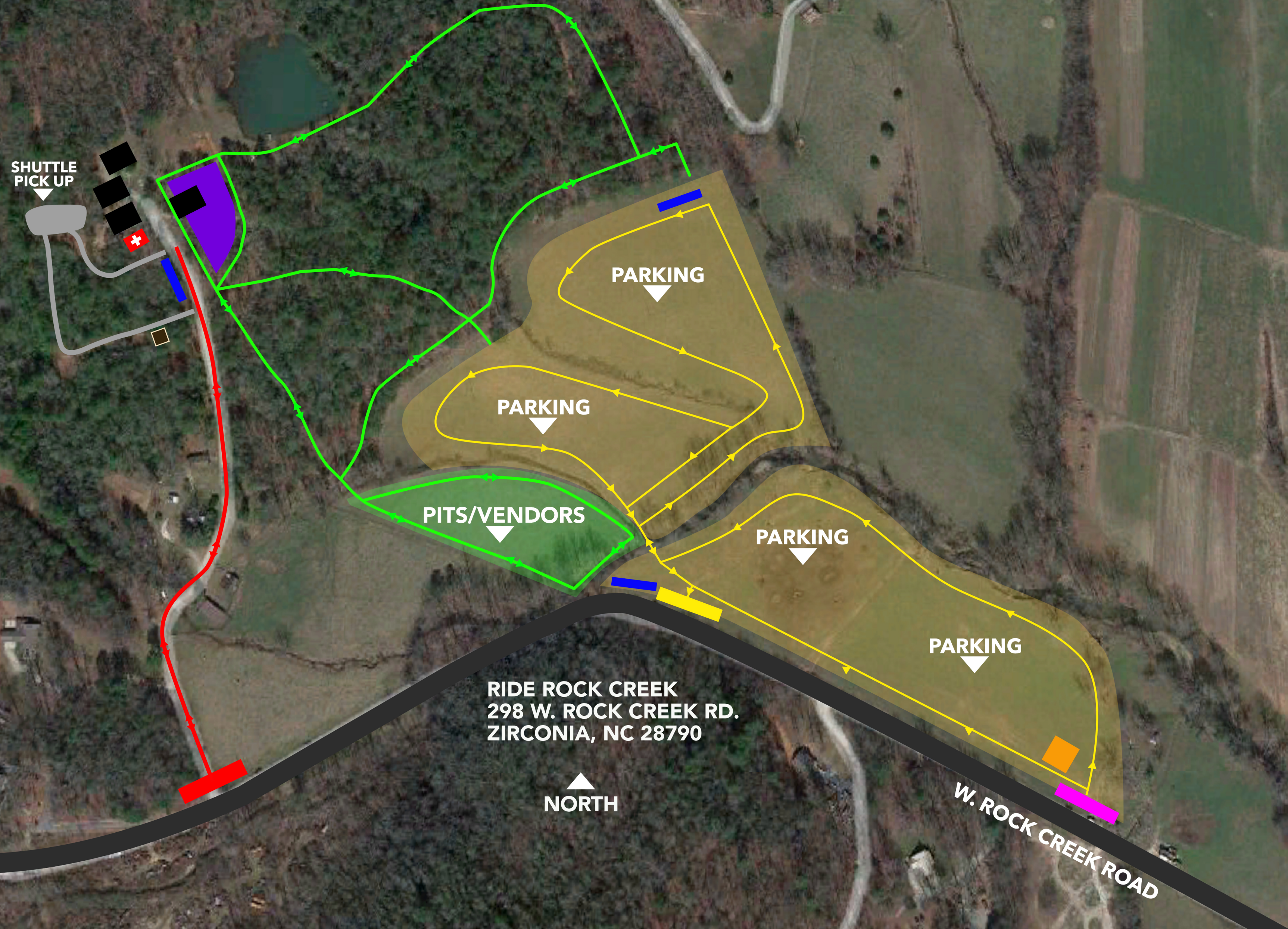
#### *Emergency Relocation and Assembly Areas*








1. Primary and Secondary Indoor Relocation Area(s): There are several indoor spaces available for refuge near the medical tent and bike shop
2. Primary and Secondary Outdoor Assembly Area(s): There are lots of outdoor spaces available to assemble large crowds. They can assemble near the buildings and the vendor/pit space.

#### *Emergency Communications*

1. Describe the methods available for communication an emergency to staff, vendors, and public: Between the event staff medical, and bike park staff, there will be radios used for instant communication. In the event where the public needs to know, there will be a large sound system used for announcing, which can be used to alert everyone on-site.
2. The local EMS and police are already aware of the event and it's magnitude. They will also be on-site. All buildings on-site have their own fire extinguisher. The event is outdoor at the bike park, and we already have an emergency plan in place.
3. We will have a large EMS/medical tent staffed with first responders. These responders will have first aid kits, AED machines, and all the necessary devices to help injured riders. The bike park also has it's own medical/bike patrol to get riders off the mountain with a 4-wheel drive vehicle with back board.. There will also be an ambulance on-site to assist with any severe emergency situations.
4. We have already met with the local EMS because we work closely with them to assist with emergency situations at the bike park. Right now, the only information they need to know is where the best spot is to park the ambulance.





-  PUBLIC PARKING
-  PITS/VENDORS
-  PUBLIC ENTRANCE
-  PUBLIC EXIT
-  EMERGENCY ENTRANCE/EXIT
-  EMS/MEDICAL TENT
-  EMERGENCY FLOW
-  TRAFFIC FLOW
-  PEDESTRIAN FLOW
-  RESTROOMS
-  SANITATION
-  FOOD/DINING AREA
-  SECURITY/TRAFFIC/CROWD CONTROL
-  AREAS OF REFUGE