UNIVERSITY EVENT PLANNING FORUM

THE WHO, WHAT, WHERE, WHEN, AND WHY OF HOLDING EVENTS ON GROUNDS
AGENDA

Panelist Introductions
Risk Management
Youth Protection
Fire Safety
Building Official
Student Affairs
Safety & Security
Emergency Management
SEMM
ARAMARK
PANELISTS

GRETCHEN KRIEBEL/KRISTIN DINWIDDIE
OFFICE OF PROPERTY & LIABILITY RISK MGMT.
INSURANCE, LIABILITY, VOLUNTEERS

SUSAN DAVIS/MARSH PATTIE
STUDENT AFFAIRS
ALCOHOL, AMPLIFIED SOUND, SPEECH INTERRUPTION

CARRI BURGJOHAN/MEGAN RAPP
OFFICE OF YOUTH PROTECTION
MINORS (UNDER 18), COVERED PROGRAMS

GERALD DRUMHELLER/BRITT GRIMM
EHS FIRE SAFETY
TENTS, OPEN FLAME

NATHAN LAWSON
UNIVERSITY BUILDING OFFICIAL
STAGES, TEMP STRUCTURES, AMUSEMENT INSPECTIONS

CAPT. CHRIS EASTON
UVA POLICE - EVENT SECURITY
POLICE, SECURITY, TRAFFIC

JOHN DESILVA
EMERGENCY MANAGEMENT
CROWDS, ASSESSMENTS

BUCK DEFORGE
SPECIAL EVENT MEDICAL MANAGEMENT
AMBULANCE, MEDICAL SERVICES

DARRYL RUTLEDGE
ARAMARK
BUSINESS OPERATIONS
CATERING VS. VENDING, FOOD TRUCKS
RISK MANAGEMENT
UNIVERSITY EVENTS VS. 3RD PARTY EVENTS

**University Event:** Planned, managed and funded by a department/faculty, staff. Related to University business.

**3rd Party Event:** Any other outside organization, UAO, CIO, Foundation, Community org., not managed or planned by University department or staff.

(“Event” does not include “meetings”)

**University Event examples**
- Graduation
- Admitted student function
- Orientation
- Lighting of the Lawn

**3rd Party Event examples**
- First year social
- Study break – petting zoo etc.
- Alumni Assoc. class event
- Reunions
- SOCA - use of fields
RISK MANAGEMENT
INSURANCE REQUIREMENTS

UNIVERSITY EVENTS
• With vendors – Certificates of Insurance which name the University as additionally insured and the proper name being: The Commonwealth of Virginia and the Rector and Visitors of the University of Virginia, its officers, employees, and agents.
• Without vendors – no additional insurance needed.

3rd PARTY EVENTS
• Facility use agreement which stipulates the insurance requirements
• CIO or Club needs to purchase “Special Event Insurance” Can be found through internet search of “special event insurance”
• Some Greek orgs. have coverage through their National Org.
• Any vendors must provide Certificates of Insurance
• University must be named as Additional Insured on all certificates with the proper name being: The Commonwealth of Virginia and the Rector and Visitors of the University of Virginia, its officers, employees, and agents.
• Contact Risk Mgmt. for events involving minors.
RISK MANAGEMENT
PROHIBITED/RESTRICTED ACTIVITIES, AMUSEMENTS

**PROHIBITED**
(not all encompassing list)

Bottom line: we do not permit any amusement where participants shoot at each other, or hit each other with objects, or have the potential to collide with each other.

**RESTRICTED**
Must be Faculty or Staff participant, not students

All amusements other than individual ball shooting inflatables: soccer, basketball, etc, must have at least 1 vendor employee to staff/monitor each amusement for duration of event.

**PERMITTED** (samples)
ALL university-associated individuals (staff, faculty, volunteers, 3rd parties) are required by Virginia law to immediately report suspected child abuse or neglect.

Certain youth programs and youth camps (conducted by faculty, staff, students, volunteers, 3rd parties) occurring on Grounds and off Grounds must meet registration, background check, and training requirements. These are in place to help provide a safe and secure environment for minor participants, and also to protect the staff conducting youth programming.

The Office of Youth Protection works with each youth program and camp to determine whether it falls under the Protection of Minors policy, and to implement associated requirements in a way that fits the program. The Office of Youth Protection is also available for resourcing and supporting all programs intersecting with minors.
FIRE SAFETY
OPEN FLAME, TENT PERMITS

• Open Flame/Open Burn requests/permits, requests/permits for fireworks, pyrotechnics

• Egress issues for any gathering/events

• Fire Lane issues – make sure any events, objects, etc. do not block fire lanes

• Food Trucks – need to be aware food trucks are being used, safety inspections, placement, etc.

• Crowd Managers – if events need crowd managers, training, etc.

• Public safety plan for gatherings – public announcements, Code requirements; EHS should coordinate with Emergency Management
UNIVERSITY BUILDING OFFICIAL
TEMPORARY STRUCTURES, STAGES, AND AMUSEMENT DEVICES

• Temporary building permit [Office of the University Building Official – Home (virginia.edu)]

• Permits sent to buildingpermitrequest@virginia.edu
  - Permit filled out to best of ability (Many cells will not be applicable to every event)
  - OUBO will start to process permit request
  - Coordinate any missing or additional information
  - Coordinate setting up an Inspection if required

• Amusement Devices – [Amusement Device Permits]
  - Vendor required to provide manufacturer manual
  - Important for coordinating anchoring requirements

• Stages - [Stage Permit Request]
SOLICITATION AND ADVERTISING

AMPLIFIED SOUND ON OUTDOOR UNIVERSITY PROPERTY

ALCOHOL

POSTING AND CHALKING
SAFETY & SECURITY
PUBLIC SAFETY, POLICE, SECURITY

- Notify Police Dept. for any planned event – FYI or for security needs
- Considerations:
  - Type of Event
    - Speaker – controversial? Political?
    - Concert
    - Party
    - Dignitary/VIP visit
  - Venue
    - Indoor/Outdoor?
    - Capacity? Measures to assure not exceeding limit
    - Ticketed? Process for checking/issuing
  - Attendees
    - Number?
    - UVA Affiliated only? Monitoring

Request Police/Security presence
EMERGENCY MANAGEMENT
CROWDS, ASSESSMENTS

• Estimated number of attendees
• Open to the public vs internal
• Controversial speaker?
• Event Action Plan
• Emergency communications to attendees
• Outdoor event – severe weather monitoring
SEMM – SPECIAL EVENT MEDICAL MANAGEMENT
AMBULANCES, EMTS, MEDICAL CARE

Provides emergency medical services to:
• UVA Athletics & SMG
  Scott Stadium
  John Paul Jones Arena
• UVA Athletics
• UVA Major Events
• Ting Pavilion
• Local community events

Buck Deforge, NRP, FP-C
Field Operations Supervisor
(434) 529-7622
bjd3c@Virginia.edu
TEAM COMPOSITION

- SEMM is comprised of ALS & BLS EMS providers from surrounding EMS agencies
- Affiliation with TJEMS - Protocols
- EMS providers are released at primary agency
- Operating Medical Directors
  - Dr. Bill Brady
  - Dr. Mark Sochor
  - Dr. Nathan Charlton
  - Dr. Thomas Hartka
COMMON VENUES
Carl Smith Center at Scott Stadium:
Home to: UVA Football
Capacity: 61,500

John Paul Jones Arena:
Home to: UVA MBB & WBB; Concerts
Capacity: 14,593

Klöckner Stadium:
Home to: UVA Men’s & Women’s Soccer and Lacrosse
Capacity: 3,600 Grandstand / 7,100 Total

Davenport Field at Disharoon Park:
Home to: UVA Baseball
Capacity: 5,500

Boar’s Head Sports Club:
Home to: UVA Tennis
Capacity: 1,200

UVA Lannigan Field:
Home to: UVA Track & Field
Capacity: 1,500

Memorial Gym:
Home to: UVA Wrestling and Volleyball
Capacity: 2,500

Palmer Park:
Home to: UVA Softball
Capacity: 525

Panorama Farms:
Home to: UVA Men’s and Women’s Cross Country
Capacity: Open 850 acres

Turf Field:
Home to: UVA Field Hockey
Capacity: 2,500

Ting Pavilion Charlottesville:
Capacity: 3,500 / outdoor venue seating

VENUE CAPACITY
SEM M – S P E C I A L E V E N T M E D I C A L M A N A G E M E N T
A M B U L A N C E S, E M T S, M E D I C A L C A R E

E V E N T L E V E L D E S I G N AT I O N

➢ Level One
  ➢ Level Two
    ➢ Level Three
      ➢ Level Four
        ➢ Level Five
Northwest Hospital Coalition

Stabilize Treat in Place (STiP)

Deployment responsibilities
ARAMARK
CATERING, FOOD TRUCKS & VENDORS

INFORMATION AND HOW TO INQUIRE THE STREET EATS PROGRAM AT UVA Dine

• APPROVED VENDORS (VALID HEALTH DEPARTMENT INSPECTIONS AND LICENSE, CERTIFIED BY STATE FIRE MARSHAL, INSURED)

• TRUCK INFORMATION CAN BE FOUND AT HTTPS://VIRGINIA.CAMPUSDISH.COM/LOCATIONSANDMENUS/STREETEATS

• REQUEST FORMS AND MENUS CAN BE FOUND AT HTTPS://VIRGINIA.CAMPUSDISH.COM/FACULTY

  • HALAL KITCHEN
  • SOMBREROS
  • RICE BOWLS EXPRESS

  • GOT DUMPLINGS
  • GOOD WAFFLES & CO.
  • EL TAKO NAKO
THANK YOU