



## Special Event Procedure Packet

### Section 1

Thank-you for choosing to host your event in Morehead City. To ensure that the resolution for your event can be presented to the Town Council in a timely matter and so the event runs smoothly with no delays, please turn in all paperwork promptly.

- Step 1: Establish dates for proposed events, present event application to Morehead City Parks and Recreation Department and pay required fee.
- Step 2: Determine if additional paperwork is required
  - Are there more than 150 attendees/participants? (Yes / No)
  - Are there more than 500 attendees/participants? If so, Police will need to be hired.
  - Will there be alcohol? If so, Police will need to be hired.
  - Will a street need to be closed for this event?
  - If the answer to any of the above questions is a yes, please see the checklist (page 2), and Section 2 (Pages 6-11).
- Step 3: If the event requires the closing of streets, distribution of alcohol, firework displays, and/or significant city staff assistance, upon approval of the application by the appropriate Department Heads, Town Council approval by resolution is required. The event resolution must be emailed to [Cathy.Campbell@MoreheadCityNC.org](mailto:Cathy.Campbell@MoreheadCityNC.org) and [Victoria.Ward@MoreheadCityNC.org](mailto:Victoria.Ward@MoreheadCityNC.org) along with detailed map, indicating event footprint and street closures, two months prior to the event. If you need a resolution template, Cathy Campbell, City Clerk, will be happy to provide one.
- Step 4: Turn in event insurance 3 weeks prior to the event.

\*Please provide one point of contact only!

Please call Victoria Ward, Assistant Director, at 252-726-5083 ext. 706 with questions or concerns.



### **Special Event Checklist:**

- \_\_\_ Establish dates, fill out application (Due at initial meeting, at least 90 days in advance of planned event).
- \_\_\_ Pay Fee (Due 1 month prior to event).
- \_\_\_ Fill out First Responder paperwork if necessary (more than 150 people, alcohol, street closure).
- \_\_\_ Turn in map of event.
- \_\_\_ If you will be having a tent, get a permit and inspection (if required).
- \_\_\_ Resolution (Subject to application approval, Due week before Public works meeting the month prior {4th Thurs 9am} ...Due 3rd Thursday of the month at the latest.
- \_\_\_ Insurance (Due upon application submission).

An event requires an approving resolution if; (Circle)

1. There is use of town staff or property (i.e. extra trash cans, recycling, electric, barricades). Yes/ No
2. There are street closures. Yes/ No
3. There is alcohol (Must have council permission and alcohol permit). Yes/ No
4. There are fireworks. Yes/ No
5. A fee waiver is requested. Yes/ No

I have received, read and understand this special event packet and all the requirements necessary to host an event in Morehead City, NC.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Morehead City Staff Only:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_



## **Town of Morehead City Downtown Special Event Requirements**

### **Definition of a Special Event:**

A *non-routine* organized activity within the community involving the use of, or having impact upon, city property, city facilities, parks, sidewalks, street areas or the temporary use of city property in a manner that varies from its current land use.

### **Scheduling Policy:**

Event planners that desire to hold special events inside the Town of Morehead City must submit application for resolution 120 days prior to the event. An Emergency Action Plan (EAP) must be submitted to Police, Fire/EMS 90 days prior to the event.

### **Cancellation Policy:**

If an event needs to be cancelled, please notify the Town of Morehead City a minimum of two (2) business days in advance of the event.

### **Site Plans:**

The site plan serves as a visual representation of the event and should identify the location of all temporary site additions in relation to the property's existing infrastructure. To ensure appropriate review of the event, a site plan and/or route map must be included with the Outdoor Special Event Permit Application. Based on the type of event, the application for a permit may require both a site plan and a route map to support the request. Site plans and route maps may need to be produced in several layers to effectively cover all components. Site plans and route maps must be submitted electronically or in an 8.5" X 11" format. When an event is fenced/gated, the site plan must be composed precisely to scale, clearly showing all points of egress with measurements.

### **Requirements for the Site Plan and Route Map:**

To ensure appropriate review of the event, a site plan and/or route map must be included with the Event Permit Application. Based on the type of event, the application for permit may require both a site plan and a route map to support the request. Site plans and route maps may need to be produced in several layers to effectively cover all components. Computer assist-ed drawings (CAD) are preferred. Hand drawings must be produced in a clear and legible manner. Site plans should be submitted in an 8 1/2 X 11"



standard format. Site plans should include a title and a key or legend to indicate any structural or electrical additions to the property.

**Site Considerations: (Must show on site plan)**

Points of Entry/Exit: How many?

Pedestrian or vehicle access?

Allow for emergency access?

**Accessibility:**

Emergency Routes: Is there access to all areas by emergency vehicles?

Safety of Site: Are there features of the site that would need to be marked or could pose a risk?

**Electricity:**

Where are the power outlets and generators?

Are they accessible for use and contained for safety?

Can all lines be properly covered?

What is the height of over-head power lines and where are they located?

**Central / Open Public Space:**

Is there an obvious, primary gathering area for attendees where event information and first aid is available?

Is there enough open space for attendees?

**Vending Space:**

Is topography level?

Is the area prone to drainage issues or high tide intrusion?

Is there enough room for storage, vendor and contractor load-in/out activity, adequate aisle width?

**Behind the Scenes:**

Where will event management and logistics be located?

Are areas properly secured and identified?



### **Parking:**

Is there sufficient vehicle parking within a reasonable distance from the event?

Handicap parking?

Parking for vendors, staff, equipment trailers?

Are these areas well signed and staffed?

It is important to identify key existing safety components as well as temporary additions on all site maps. Existing items of greatest importance are fire lanes, fire hydrant locations, fire department connections on buildings, driveway access, and all points of egress from buildings. Temporary additions include all crowd and traffic control devices such as fencing and barricades; structural additions include tents, stages, platforms and bleachers, portable restroom facilities,

A route map is needed for activities such as races and runs that would occur along streets, sidewalks and roadways. Public Safety and Event Security: All outdoor special events are required to provide a safe and secure environment for the participants. This is accomplished by anticipating potential security and crowd control issues related to the event activities as well as the surrounding environment in which the event will occur. The size, type, time of day, and location of the event are all items that should be considered and addressed within a written security plan.

With minimal training, volunteers and event staff are often able to meet the security needs of smaller community events and private activities. Larger events may require the services of a professional security company to develop an appropriate security plan and provide adequate staffing.

### **Emergency Action:**

An Emergency Action Plan (EAP) must be submitted to the Fire and Police departments at least 30 days prior to the event.

**Event organizers shall be responsible for implementing appropriate measures during an emergency or severe weather event.**

Please see attached Appendix A, for Police, Fire/EMS staffing matrix.

**Events shall be postponed during severe weather events. Attendees shall be encouraged to take shelter during severe weather. WHEN THUNDER ROARS, GO INDOORS...and stay there until 30 minutes after the last clap of thunder. (<https://www.weather.gov/iln/lightningsafetyweek>)**



## **Section 2**

### **Town of Morehead City Special Event**

#### **Organizers Emergency Action Plan**

**This Form is to be fully complete and submitted no later than 60 days in advance of the event unless exception is approved by the Town of Morehead City.**

This Emergency Action Plan is designed to provide guidelines for a practical communications system that is adaptable for most crisis situations. It is a working document that emphasizes processes required to manage an incident. The objective of this Emergency Action Plan is to create a coordinated and effective approach to an emergency, utilizing the best resources possible, and when practical, allow normal business to continue with minimal interruption. Proactive emergency management planning will increase the likelihood that your special event can survive whatever crisis may occur without long term or significant damage. With proactive preparation you have the greatest chance to weather any emergency.

A comprehensive Emergency Action Plan is based on the following key principles:

- Timely and accurate threat assessment to assist in balanced judgment
- Coordinated response
- Clearly defined roles and responsibilities
- Reliable communications and reporting procedures
- Pre-planned administrative support
- Managing a potential atmosphere of speculation and rumor

**It is also recognized that no single plan can prepare for all emergencies.**

It is important to be as prepared as possible when an emergency arises at your event. A well-thought-out Emergency Action Plan is one of the cornerstones of an effective safety program, we owe this to every one of our guests and fellow citizens. All personnel should stay attentive to hazards, guests who may need assistance, and unsafe actions. Report anything unusual or suspicious to the proper personnel.

**See Something, Say Something**



**Pre-Event Briefing** - Event organizers will conduct a briefing prior to the event with staff and volunteers, along with representatives from City agencies (Police, Fire, Public Works), to be sure everyone is aware of the detailed plans. As the event organizer it is your responsibility to ensure the briefing is held. The briefing will also review policies, clarify roles and responsibilities, confirm communications procedures, and discuss last-minute updates. Various types of emergencies will be discussed along with actions to be taken if they occur. Examples of emergencies include, but are not limited to:

- Severe weather
- Fire
- Active hostile attack
- Missing person
- Medical emergency
- Communication of a potential threat of violence

**Attach to this form a Site Plan / Event Map:** A universal map for the entire event footprint developed for all attendees and event staff (including public safety personnel) to allow for the rapid identification of event-specific facilities and other locations in an emergency. Include evacuation routes and gathering locations.

**Evacuation Plan:** Emergencies occur when we least expect them, and often people must be moved to shelter for their protection. While City officials may make recommendations, it is the responsibility of the **Event Organizers to identify and arrange these evacuation locations**. It cannot be assumed that businesses will be open for shelter. **Therefore, the Event Organizers must contact all planned locations to confirm their availability as shelters.**

If transportation will be needed to move attendees from the event site to shelter locations, the organizers are responsible for making these arrangements and having vehicles readily available.

### **Script for Emergency Procedures and Evacuation**

The organizer must establish a means of a Public Address for attendance over 250 people which can be heard throughout all areas of the event (stage sound system, bull horns, etc.) by which a pre-approved message, along with crucial instructions during an emergency, can be announced. This pre-approved message will include information on emergency



and evacuation procedures. If the attendees of the event will all arrive at the same time, this message need only be announced once at the beginning of the event. If the event is open, where attendees will be coming and going, the message must be played once an hour.

**Example of Emergency Action Script:** “Attention - In the event of an emergency on site requiring an evacuation, please seek shelter in the Bask Parking Garage located between Shepards and Evans Street. Please use all available entrances, watch for vehicular traffic, and follow any instructions once you have entered the building. Please stay in that location until the warning has been lifted and you receive further direction.”





**Organizers Emergency Action Plan**

Name/Title of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Times of Set-up & Tear down: \_\_\_\_\_

Event Start Time(s): \_\_\_\_\_

Event End Time(s): \_\_\_\_\_

Organizers On-Site During Event: \_\_\_\_\_

Mobile Numbers: (must have at least 2)

**First & Last Name / Cell Number:** \_\_\_\_\_

**First & Last Name / Cell Number:** \_\_\_\_\_

**Anticipated Attendance Numbers**

(Total & At Peak Period)

Total Attendance: \_\_\_\_\_

Attendance at Peak Period: \_\_\_\_\_

Locations of Required Road Closures: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pre-Event Briefing Location and Time (Must be indicated on Site Map)

Location of Information Booth: \_\_\_\_\_

Means of Internal Communication: \_\_\_\_\_

\_\_\_\_\_

Means of Public Address (over 250 attendance): \_\_\_\_\_

\_\_\_\_\_

Means of Monitoring Weather / Emergency Alerts: \_\_\_\_\_

\_\_\_\_\_



Attached Site Map YES / NO

Attached Evacuation Plan YES / NO

Attached Emergency Message YES / NO

Known Threats or Controversy: \_\_\_\_\_

Known Hazards: \_\_\_\_\_

Lost or Missing Persons Plan: \_\_\_\_\_

Alcohol Served? YES / NO # of Locations: \_\_\_\_\_

Food Served? YES / NO # of Locations: \_\_\_\_\_

Current Morehead Police Point of Contact: \_\_\_\_\_

Current Morehead Fire/EMS Point of Contact: \_\_\_\_\_

Additional Information: (attach pages as necessary)

Morehead Police Department Approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Morehead Fire/EMS Approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Evacuation**

**Plan:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evacuation Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Second Evacuation Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_



**Pre-scripted Emergency Procedures and Evacuation Message:**

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**EMERGENCY ACTION PLAN SUPPLEMENTAL DETAIL FORM**

**CROWD MANAGEMENT**

Events with 1,000 or more in attendance at any given time are required to have crowd control staff (certified through the NC State Fire Marshal’s Office.) Certified crowd control staff are required at the rate of 1:250 in attendance. Law enforcement and emergency medical personnel count toward total number of crowd control staff. Number of crowd control staff: (ex. 0-100) \_\_\_\_\_ Who will manage crowd control? (ex. Event Staff, Volunteers, Contracted Security, Law Enforcement, Fire/EMS Personnel)

Will on-site medical treatment be available? Yes / No

Will trained Emergency Medical Staff be available on-site? Yes / No

Is there a need for on-site Law Enforcement? Yes / No

Will there be contracted professional security services on-site? Yes / No

Will designated volunteer security representatives be on-site? Yes / No

Identify all fire hazard risks that will be present at the event:

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Event staff has been properly instructed on the safe use of fire extinguishers? Yes / No

Locations of fire extinguishers are identified on the Event Area Site Map? Yes / No

Location(s) of parking for vendor and staff vehicles:

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**Appendix A**

<b>Morehead Police Personnel Estimates</b>									
Peak Attendance Estimate	0-500	500-1000	1000-2000	2000-3000	3000-5000	5000-8000	8000-10000	10000-15000	15000+
Event with alcohol on one street	2	3	4	5	10	15	18	20	25+
Event with alcohol on two streets	3	4	5	6	12	17	20	22	27+
Event without alcohol on one street	0	2	3	4	6	10	12	15	20+
Event without alcohol on two streets	0	3	4	5	8	12	14	17	22+
Event with alcohol in park/greenway	2	2	3	4	6	8	10	12	14+
Event without alcohol in park/greenway	0	0	2	2	3	4	6	8	10+
<p>Due to a variety of factors which play a part in the management of event security needs, the above personnel requirements are estimates only and subject to revision based on the specific event components, location, date/time, and historical activity in the area.</p> <p>A minimum of two Officers is required whenever alcohol is permitted on City property.</p> <p><b>Events that may bring in more than 3000 people will require a formal Incident Command System that will require a minimum of one - two additional Police administrative staff. Events more than 15,000 people may require additional ICS staff.</b></p>									

<b>Morehead Fire/EMS Personnel Estimates</b>									
Peak Attendance Estimate	0-500	500-1000	1000-2000	2000-3000	3000-5000	5000-8000	8000-10000	10000-15000	15000+
Event with alcohol on one street	0	1	2	2	2	4	4	6	8+
Event with alcohol on two streets	0	1	2	2	2	4	4	6	8+
Event without alcohol on one street	0	1	2	2	2	4	4	6	8+
Event without alcohol on two streets	0	1	2	2	2	4	4	6	8+
Event with alcohol in park/greenway	0	1	2	2	2	4	4	6	8+
Event without alcohol in park/greenway	0	1	2	2	2	4	4	6	8+
<p>Due to a variety of factors which play a part in the management of event Fire/EMS needs, the above personnel requirements are estimates only and subject to revision based on the specific event components, location, date/time, and historical activity in the area.</p> <p><b>Events that may bring in more than 3000 people will require a formal Incident Command System that will require a minimum of one - two additional Fire/EMS administrative staff. Events more than 15,000 people may require additional ICS staff.</b></p>									



**If you have questions regarding the application, please contact the following as needed:**

**The Parks and Recreation Department at (252) 726-5083,**

**The Police Department at (252) 726-3131, or**

**The Fire Department at (252)726-5040**

Applications must be received **a minimum of 90 days** prior to the requested facility usage or event date and **at least 120 days** in advance for events with an expected attendance of 500 or more.

Morehead City Parks & Recreation Department  
1100 Bridges Street, Morehead City, NC 28557