

# REQUEST FOR COMMITTEE ACTION

## HENDERSON COUNTY TECHNICAL REVIEW COMMITTEE

**MEETING DATE:** March 5, 2024

**SUBJECT:** NC NICA Race Special Event Application  
(5 String Stampede)

**PRESENTER:** Matt Champion, Zoning Administrator

**ATTACHMENTS:** 1.) Public Safety Plan  
2.) Event Layout Site Plan

### **SUMMARY OF REQUEST:**

Brian Russell on behalf of North Carolina Interscholastic Cycling League has applied for a special event permit with an anticipated attendance of 800 participants per day. A special event with more than 500 participants requires Technical Review Committee approval. The event is called "5 String Stampede". The event is to be held at private property accessed by Golden Rd off Jackson Rd starting on May 3, 2024, until May 5, 2024. The public safety plan submitted lists 30 staff to serve the event.

### **SUGGESTED MOTION:**

I move to approve, approve with conditions, deny the special event permit for 5 String Stampede.



## 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: 5 String Stampede		
Type of Event (recreation, athletic, concert, festival, etc): Mountain Bike Ride and Race		
Ticketed Event: Maximum Tickets: 500 athletes (via league registration system)		
Event Sponsor: North Carolina Interscholastic Cycling League		
Event Location Property Owner: Chuck Edwards (5 String LLC)		
Facility Address: Cadbury Way		
City: Fletcher	State: NC	ZIP Code:
Event Manager Contact: Brian Russell		Cell Phone: 910-333-3195
Email: brian@northcarolinamtb.org		
Date(s) of Event: Friday, 3 May until Sunday, 5 May 2024		
Time(s) of Event: 8am to 5pm each day		Estimated Daily Event Attendance: 800
Estimate of largest number of people that will be at the event at the same time:		
Description of Event Area: Open fields for league and team tents and parking, mountain bike trails in the woods on the property		
Additional permits required (Building, Fire, Health, NCDOL, ABC etc)?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, attach specific permit:		
Other Critical Event Information:		
EVENT STAFFING		
Number of Event Staff: 30		
Event Staffing Plan (shifts, locations, duties and responsibilities etc):		
Will there be a need for onsite <b>Fire Services</b> ?		<input type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, who and where will they be located at the event? Henderson County Rescue Squad (location: see map)		
Will there be need for onsite <b>Law Enforcement/Security</b> ?		<input type="checkbox"/> Yes <input checked="" 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 checked="" 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 checked="" type="checkbox"/> No
TCM Names and certifications attached?		
Who are other key event staff and what are their roles in an emergency? <span style="float: right; font-weight: bold;">Chief Course Marshall</span>		
List any training that will be required for staff prior to the event (including volunteers):		

EVENT PARKING, INGRESS AND EGRESS	
Description of the Event Parking Plan: <small>Two open fields to be used for parking per the site plan. Parking coordinator and team of volunteers direct vehicles into the parking area</small>	
Is there offsite parking?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, where (shuttle description)?	
Are Law Enforcement Personnel providing traffic control on roadways?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, where?	
Are parking responsibilities being contracted to a vendor?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, what vendor and describe the contracted services:	
What is the route for emergency vehicle ingress to the event site? Cadbury Way from Jackson Road	
How will you maintain the emergency vehicle route, including during pre-event and post-event activities? Gated access at the beginning of Cadbury Way and parking volunteers (radios with event staff) to control traffic flow	
Describe the flow of pedestrians through the event: <small>Pedestrians move from parking areas to infield areas as indicated on the site map. The only other pedestrian flow is to spectator areas along t</small>	
Describe any hazards or restrictions to mass evacuation of the event (fencing, limited emergency exits) and how these hazards will be addressed:	
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.	
Other parking and access considerations: Link to site plan: <a href="https://www.google.com/maps/d/edit?mid=1tAcV0QHGDMMMAemlqe3XernkLLhDqsto&amp;usp=sharing">https://www.google.com/maps/d/edit?mid=1tAcV0QHGDMMMAemlqe3XernkLLhDqsto&amp;usp=sharing</a>	
EVENT ACTIVITIES	
Description of Event Activities: Mountain Bike riding and racing	
Will there be tents? Tents are 10x10 pop-ups use by league staff and teams	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Individual tents greater than 400 sqft attach permit: n/a	
Will there be items that need power?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, list the number and sources (permanent, temporary, generator): (3) temporary generators power timing and sound systems	
Will there be chemical, environmental or other hazards present?	<input type="checkbox"/> Yes <input checked="" 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 checked="" 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 checked="" 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? Food trucks	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide vendor information: SmashNC; DirtyGerties Taco Truck	
Will there be other vendors? Merchandise vendor: TC Screenprinting	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide all vendor information and location map attachment.	
EMERGENCY RELOCATION AND ASSEMBLY AREAS	
Primary and Secondary Indoor Relocation Area(s): <small>Primary indoor relocation area is vehicles for weather events. If weather will be more than a one hour delay the event is generally cancelled</small>	
Primary and Secondary Outdoor Assembly Area(s): PitZone (primary) and camping area (secondary as marked on the site map)	
EMERGENCY COMMUNICATIONS	
Describe the methods available for communicating an emergency to staff, vendors and the public: Staff and marshalls (on course) are all equipped with two-way radios. League announcer uses a broadcast/speaker system to make general announcements to participants. The league uses RainedOut (text) to send emergency alerts to attendees - generally weather related.	

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.):	
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.):	
Describe the time and date of on-site preplanning meeting before event:	
ADDITIONAL INFORMATION	
PLAN REVIEW AND APPROVAL	
Plan Created By: <small>Brian Russell</small>	Date: <small>2/12/2024</small>
Plan Reviewed By: <small>Matt Champion</small>	Date: <small>2/13/2024</small>
Plan Approval <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date: <small>2/13/2024</small>

The league uses radio communications and public address system to deal with emergencies. The Chief Course Marshal (CCM) (located at the EMS site on the venue map maintains radio communication with course marshals positioned all along the race course in order to respond to any athlete experiencing a serious injury and needing medical attention or evacuation. The CCM also maintains awareness of local weather (using internet connection provided by a Starlink terminal) to quickly evacuate riders from the course in the event of foul weather. He also maintains radio communication with the league announcer who will use the public address system to direct all other participants to seek shelter or evacuate the venue.

The CCM maintains a league first aid kit at his location as well as an AED. Each course marshal is equipped with a basic first aid kit and many league coached in attendance at the event are trained in Wilderness First Aid. The league maintains fire extinguishers with each generator (3 total) on site.

The league staff will visit this location on Saturday, 30 March to conduct detailed venue planning and complete the final operations plan and will update this document as needed. The staff will also start event preparations on site Friday, 4 May before the actual event starts on Saturday and we welcome county officials to join us at these events.

#### 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)

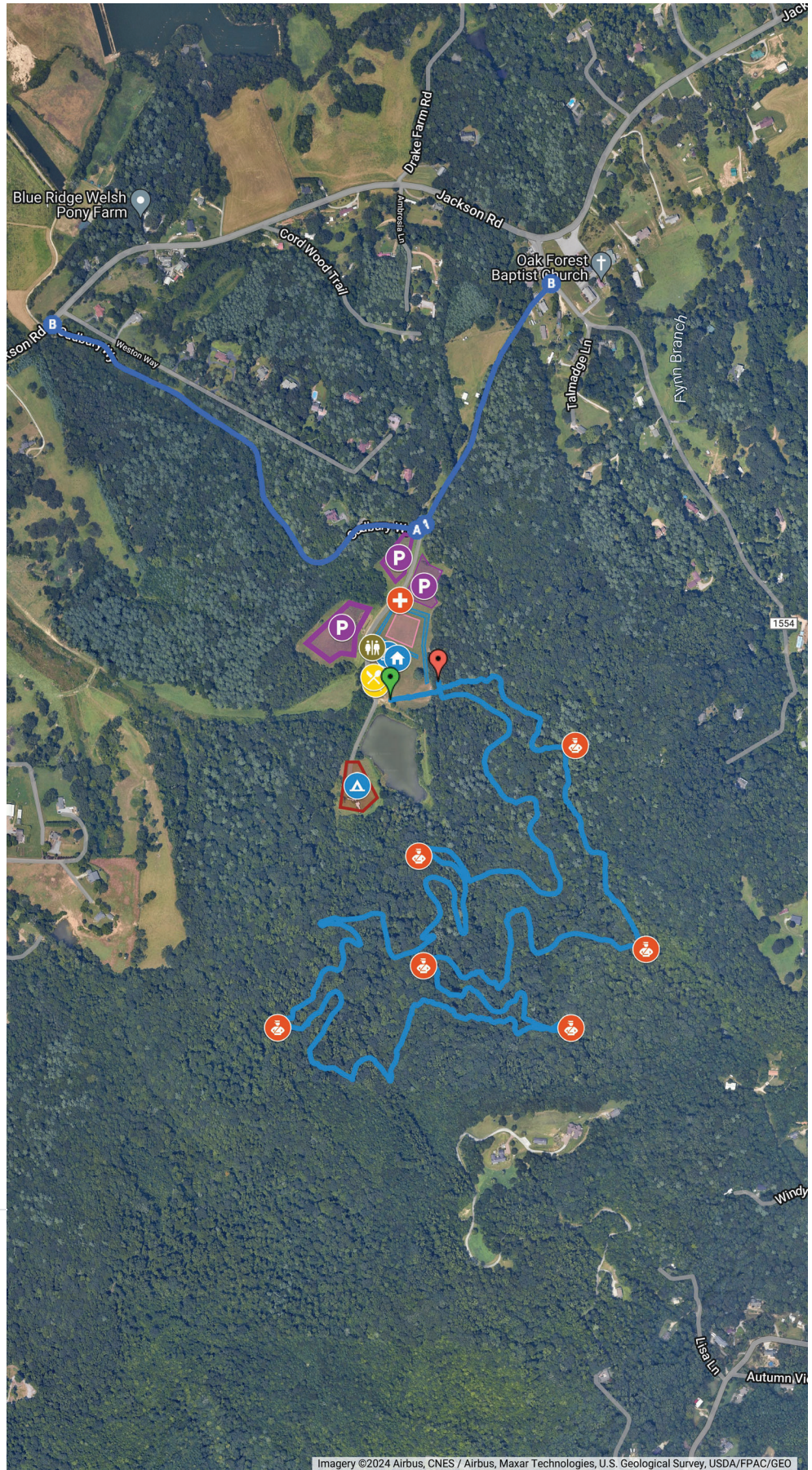
# NCICL - 5 String (Fletcher) 2024 (Internal)

## Infield

-  Infield
-  Parking
-  Parking
-  Camping
-  PitZone
-  Parking
-  PortaJohns
-  Food Truck
-  Food Truck
-  EMS and Course Marshal
-  Parking
-  Parking
-  Parking
-  Parking
-  Camping
-  League Trailer
-  Merchandise
-  Marshal Point 1
-  Marshal Point 2
-  Marshal Point 3
-  Marshal Point 4
-  Marshal Point 5
-  Marshal Point 6

## Main Course

-  Start of Morning Ride
-  End of Morning Ride
-  Morning Ride
-  Start and Finish Loop



Imagery ©2024 Airbus, CNES / Airbus, Maxar Technologies, U.S. Geological Survey, USDA/FPAC/GEO

## Principal Traffic Ingress/Egress



516 Chadbury Ct, Fletcher, NC  
28732, USA

**B**

1 Weston Way, Fletcher, NC  
28732, USA

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Emergency Ingress/Egress

**A**

516 Chadbury Ct, Fletcher, NC  
28732, USA

**B**

40 Flynn Branch Rd, Fletcher,  
NC 28732, USA

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