
Special Event Guidelines

433.1 PURPOSE AND SCOPE

The purpose of the policy is to establish guidelines for planning and staffing special events in the City of Morganton. These guidelines apply to all special events including, but not limited to, parades, festivals, bicycle races, 5k walk/runs, concerts, block parties, carnivals, etc.

433.2 POLICY

The Morganton Department of Public Safety will provide law enforcement and fire protection services as deemed appropriate to maintain order, deter crime, and enhance public safety at approved special events. This policy will serve as a guide when planning specific operational requirements for individual events.

433.3 DEFINITIONS

- **Event Supervisor:** A supervisor or command officer of the Morganton Department of Public Safety that has been designated as the supervisor-in-charge of a specific special event. If the event is being managed through an incident command system, the event supervisor will be the Incident Commander.
- **Parade:** Any march, demonstration, procession, or motorcade consisting of animals or vehicles, or any combination thereof upon the streets, sidewalks, parks, and other public grounds within the City of Morganton with the intent of attracting public attention that interferes with or has a tendency to interfere with the normal flow and regulation of either vehicular or pedestrian traffic upon the streets, sidewalks, parks, or other public grounds.
- **Public Assembly:** Any meeting, demonstration, picket line, rally, or gathering of two or more persons for a common purpose as a result of prior planning that interferes or has a tendency to interfere with the normal flow or regulation of pedestrian or vehicular traffic or otherwise occupies any public area in a place open to the general public.
- **Special Event:** Any public gathering on city property including the public streets and sidewalks, parking lots, parks and playgrounds, the Greenway, the yards around city buildings as well as the Courthouse Square such as block parties, concerts, carnivals, races, performances, ceremonies, and festivals of all kinds.
- **Street Festival:** Any special event which requires the closing of a public street, the sidewalks along a public street to vehicular traffic or restricts or interferes with the right of merchants and private individuals as well as the public to have access to offices, stores, residences, or other places.

433.4 SPECIAL EVENTS NOT AFFECTING A HIGHWAY UNDER THE JURISDICTION OF THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

Individuals, organizations, and agencies wishing to conduct a special event on City of Morganton property and/or public rights of way or highways not under the jurisdiction of the NC DOT within the city are required to obtain a Parade or Special Event Permit. For parades and public assemblies

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the application shall be filed a minimum of 10 days prior to the event. For special events the application shall be filed a minimum of 15 days prior to the event and for street festivals the application shall be submitted not less than 30 days prior to the event. All permit fees as determined in the schedule of fees shall be paid prior to a permit being issued.

Permit applications may be picked up at Public Safety HQ and can also be downloaded from the City of Morganton website under Public Safety Department.

Commercial events that generate profit for the private sector shall be permitted only if the applicant submits evidence to the Director of Public Safety or his/her designee that the special event constitutes a community service.

433.4.1 PERMIT ATTACHMENTS

The following documents, if required, must be attached to the Parade or Special Event application:

- (a) Proof of insurance or applicable rider: Comprehensive General Public Liability Insurance in the amount of \$1,000,000 per occurrence with a \$2,000,000 aggregate naming the City of Morganton as additionally insured. This is only required for an event with a street closure or street repurpose, an event with the sale or consumption of alcohol, or other event as determined by the Director of Public Safety.
- (b) A map of the entire event area to include street closures, vendor locations, port-a-john locations, stage and entertainment locations, evacuation routes, and any other significant details.
- (c) An Event Emergency Risk Management Plan is required for all events with 1,000 or more attendees and may be required for smaller events depending on the nature of the event ([NC State Fire Code, Chapter 4, Section 403](#)). The Director of Public Safety or designee will determine the need for a plan for those events with less than 1,000 attendees. If required, the plan should take into consideration, but not be limited to: Crowd management, electrical and gas safety, responsible alcohol service, adverse weather conditions, security, slip/trip/fall/burn hazards, fire hazards, water hazards, specific hazards, evacuation plans, traffic control, etc. An emergency action plan template can be found at the City of Morganton website under Public Safety Department.

433.4.2 EMERGENCY MEDICAL SERVICES

Event organizers must provide emergency medical services based on the following:

- (a) For 49 to 299 attendees: Provisions and responsibility for accessing 911.
- (b) For 300 to 1,000 attendees: Provisions and responsibility for accessing 911, basic first aid station staffed by persons trained in basic first aid.
- (c) Greater than 1,000 attendees: First Aid Station(s) staffed by NC certified EMTs or Paramedics, access locations for emergency vehicles.

433.4.3 CROWD CONTROL MANAGERS

If the event will have 1,000 or more attendees, the event organizer shall provide properly trained crowd managers as part of the Event Emergency Risk Management Plan ([NC State Fire](#)

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[Code, Chapter 4, Section 403](#)). To comply with North Carolina Fire Code requirements, the ratio shall be 1 crowd manager for each 250 event attendees. Trained Crowd managers shall be familiar with the Event Emergency Risk Management Plan and shall assist in the plan's initiation and execution. Training can be found free of charge at the [North Carolina Department of Insurance website](#). The Morganton Department of Public Safety can also provide off-duty members that have been trained as event crowd managers. If requested, event organizers shall compensate any MDPS members at the current off-duty pay rate.

433.4.4 SEVERE WEATHER PLAN

For outdoor events with 1,000 or more attendees, a Severe Weather Plan shall be part of the Event Emergency Risk Management Plan. The plan shall consist of the following elements:

- (a) Weather monitoring process which identifies the person(s) responsible for monitoring the weather and deciding to enact the severe weather plan.
- (b) Person(s) must utilize a NOAA or equivalent local weather site.
- (c) Person(s) must have the authority to cancel or close the event.
- (d) There must be an audio means to alert event staff and attendees.
- (e) Shelters must be identified and staff trained to direct attendees to appropriate shelter locations.
- (f) Responsible person(s) to determine if severe weather conditions have abated and a method to notify attendees of the "all clear".

433.5 SPECIAL EVENTS THAT AFFECT A HIGHWAY UNDER THE JURISDICTION OF THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

In addition to the requirements set forth in Section 433.4, additional requirements must be met for those events that affect a highway under the jurisdiction of the North Carolina Department of Transportation (NCDOT). This includes a road closure, lane closure, or repurpose of the travel lanes or shoulders for something other than their intended use.

433.5.1 SPECIAL EVENTS HELD BY OR SPONSORED BY THE CITY OF MORGANTON

The City of Morganton may approve the use of a highway or highways within their jurisdiction by processions, assemblages, or anything that may be construed as a procession or assemblage, in accordance with [N.C.G.S. § 20-169](#). For bicycle races, see [N.C.G.S. § 20-171.2](#) for additional information.

The City of Morganton shall consult with their local Highway Division or District office to verify that the proposed special event will not (1) interfere with other planned special events and (2) impact, or be impacted by, planned maintenance or other activities. No other action by the North Carolina Department of Transportation shall be necessary.

The City of Morganton shall pass an ordinance approving of the special event, and place signs giving notice of the special event, in accordance with [N.C.G.S. § 20-169](#). This ordinance is evidence that the city accepts full responsibility for, and all liability related to, the special event. A

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copy of the ordinance should be forwarded to the local Highway Division office for their records. For bicycle races, see [N.C.G.S. § 20-171.2](#) for additional information.

The NCDOT considers these events official actions of the City of Morganton and the city will be responsible for safety, traffic flow, traffic control, appropriate signage, and ensuring that all debris, litter, decorations, and other items associated with the event are removed following the event.

The NCDOT only reviews these city held or sponsored events for conflicts and concerns and neither approves or denies these events.

433.5.2 SPECIAL EVENTS HELD BY NON-GOVERNMENTAL ENTITIES NOT SPONSORED BY THE CITY OF MORGANTON

Non-government entities desiring to hold a special event shall submit a formal request to the appropriate Division Engineer where the event is planned.

Non-government entities shall attach a completed "[Special Events Request Form](#)" to their formal request(s). The purpose of the form is to primarily collect information on the event itself and identify the responsible parties. The form must be submitted at least 60 days prior to the scheduled beginning of the event.

The [Special Events Request Form](#) can be downloaded from the NCDOT website. The formal request along with the form should be submitted to the following address:

Randy Tritt or Chris Blanton - Asst. Division Traffic Engineer

Division 13-Traffic Services

55 Orange Street

Asheville, NC 28801

Approval must be obtained from the NCDOT prior to the Director of Public Safety considering the approval of a Parade or Special Event Permit application.

433.6 RESPONSIBILITIES OF THE FIELD OPERATIONS MAJOR

The Field Operations Major or designee is responsible for the following:

- (a) Receive all information relative to the event.
- (b) If appropriate, designate an event supervisor and forward all information to that supervisor.
- (c) Coordinate the resources of the department during the planning and operations stages for each special event.
- (d) Maintain liaison with other city departments as necessary in planning a special event.
- (e) Ensure the event organizer has all necessary approvals and permits.
- (f) Review all special event plans prior to implementation to ensure they meet all local and state requirements and that resources are available to properly implement the plan.

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- (g) If applicable, ensure road closure approval has been obtained from the NC Department of Transportation.

433.7 RESPONSIBILITIES OF THE EVENT SUPERVISOR

If so designated, the Event Supervisor is accountable to the Field Operations Major and is responsible for the following:

- (a) Assist the Field Operations Major with logistical planning and other tasks as may be assigned.
- (b) Ensure the procedures of the event plan are carried out in accordance with current department policy and procedures.
- (c) Brief personnel as to their specific duties and responsibilities for the event.
- (d) Maintain communications with event organizers during the event.

433.8 STAFFING

Any required department staffing for special events will be handled according to the following guidelines:

- (a) For events of short duration when minimal law enforcement or fire services are needed, on-duty personnel may be used.
- (b) For events of longer duration or when the quantity of officers needed is beyond the ability of the on-duty patrol shift, off-duty personnel may be used.
- (c) For events that are determined to require the use of off-duty personnel, a determination will be made by the Field Operations Major if compensation will be by the event organizer directly to the employee or if the employee will include those hours worked at the special event on his/her time sheet.
- (d) If it is deemed by the Field Operations Major that the event organizer will compensate off-duty members, the event organizers shall compensate members at the current off-duty rate.
- (e) Typically events sponsored or co-sponsored by the City of Morganton are appropriate for inclusion on the employee's time sheet.
- (f) For off-duty events, the provisions of the Outside Employment and Outside Overtime Policy shall be followed.

433.9 REVOCATION OR TEMPORARY SUSPENSION OF AN ISSUED PERMIT

Previously issued permits may be revoked or temporarily suspended by the event supervisor or on-duty Watch Commander under the following circumstances:

- (a) Complaints of loud, disturbing, or unnecessary noise that are not addressed by the event organizer after Public Safety intervention.
- (b) Material misrepresentation of the facts in the permit application.

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- (c) Refusal of the event organizer to comply with the provisions or requirements of the permit.
- (d) Any circumstance that creates an unsafe situation at the event, e.g. severe weather.

Once event organizers are advised that their permit has been revoked, all event activities shall cease and any affected streets or sidewalks shall be cleared and reopened. If a permit has been temporarily suspended, activities must cease but may continue once the suspension is lifted.

Note: Before a permit is revoked or temporarily suspended by the event supervisor or on-duty Watch Commander, the Director of Public Safety or his/her designee should be consulted if possible.