



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

JOINT TOWN/COUNTY/UNIVERSITY SPECIAL EVENT PLANNING

INTRODUCTION

There is no groundbreaking secret formula we use to help us prepare for special events.

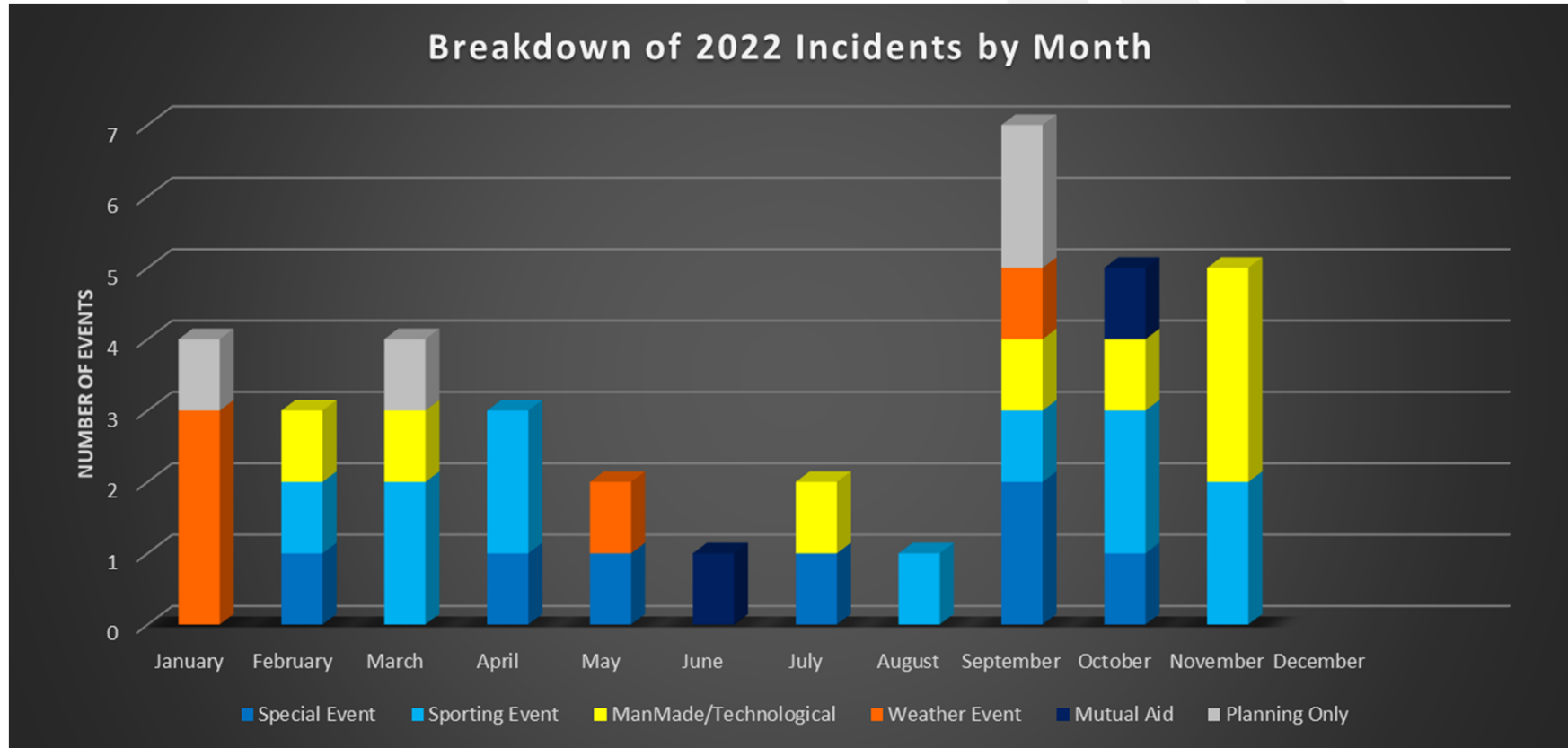
Our success is due to the extraordinary collaboration, partnership, and commitment to a shared planning process.

Our process allows us to look at each event through a lens that includes all five phases. This is not just a response or event management approach.



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THE CASE FOR COLLABORATION



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HALLOWEEN ON FRANKLIN

ESTIMATED CROWD AT PEAK: 80,000



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NCAA CHAMPIONSHIP (2017)

ESTIMATED CROWD: 55,000



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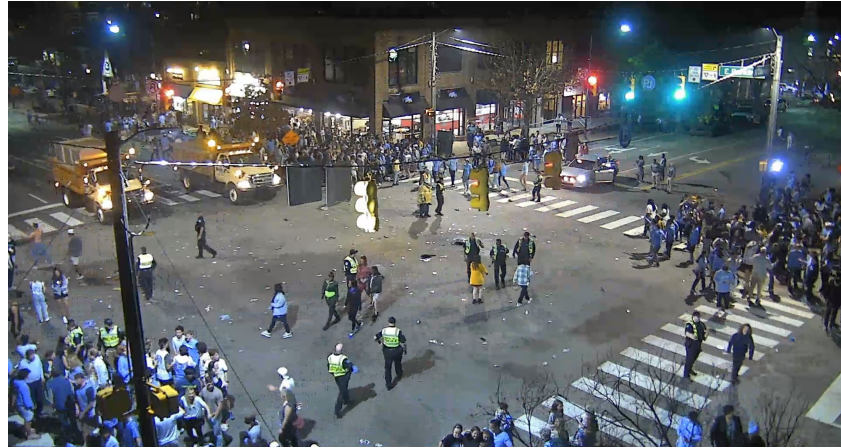
SILENT SAM STATUE - 2018



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2022 FINAL FOUR | UNC 81 – DUKE 77

ESTIMATED CROWD: 40,000



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OTHER EVENTS



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THE CASE FOR COLLABORATION

- History of both routine and spontaneous high interest events
- Outflow of a shared commitment to responder and community safety
- Recognize and respect multiple jurisdictions and agencies to support coordination efforts
 - Autonomy
 - Decision Making Structures
 - Capabilities
- Streamlines our ability to assess both threats and gaps within the planning process



PARTNERSHIPS & STAKEHOLDERS

NCAA Final Four Staffing & Stakeholders

Orange County	Town of Chapel Hill	UNC-Chapel Hill	External Stakeholders
<ul style="list-style-type: none"> • 911 Communications • Emergency Management • Emergency Medical Services • Health Department • Sherriff's Office 	<ul style="list-style-type: none"> • Communications and Public Affairs • Emergency Management • Fire Department • Police Department • Public Works • Town Management • Transit 	<ul style="list-style-type: none"> • Campus EMS • Campus Safety • Communications/PIO • Emergency Management • Environment Health & Safety • Facilities Services • Information Technology Services • Police Department • Student Affairs • Transportation & Parking 	<ul style="list-style-type: none"> • Apex Police • Burlington Police • Carrboro Fire • Carrboro Police • Cary Police • Durham Fire • Hillsborough Police • Mid-Carolina Regional Healthcare Coalition • NC State Highway Patrol • NCEM • Orange Rural Fire • Roxboro Police • South Orange Rescue Squad • Wake County Sheriff • White Cross Vol. Fire

Total Event Staff: 309

JOINT PLANNING PROCESS

EM planners representing each jurisdiction came together to create a joint planning framework that meets the unique interests of each jurisdiction.

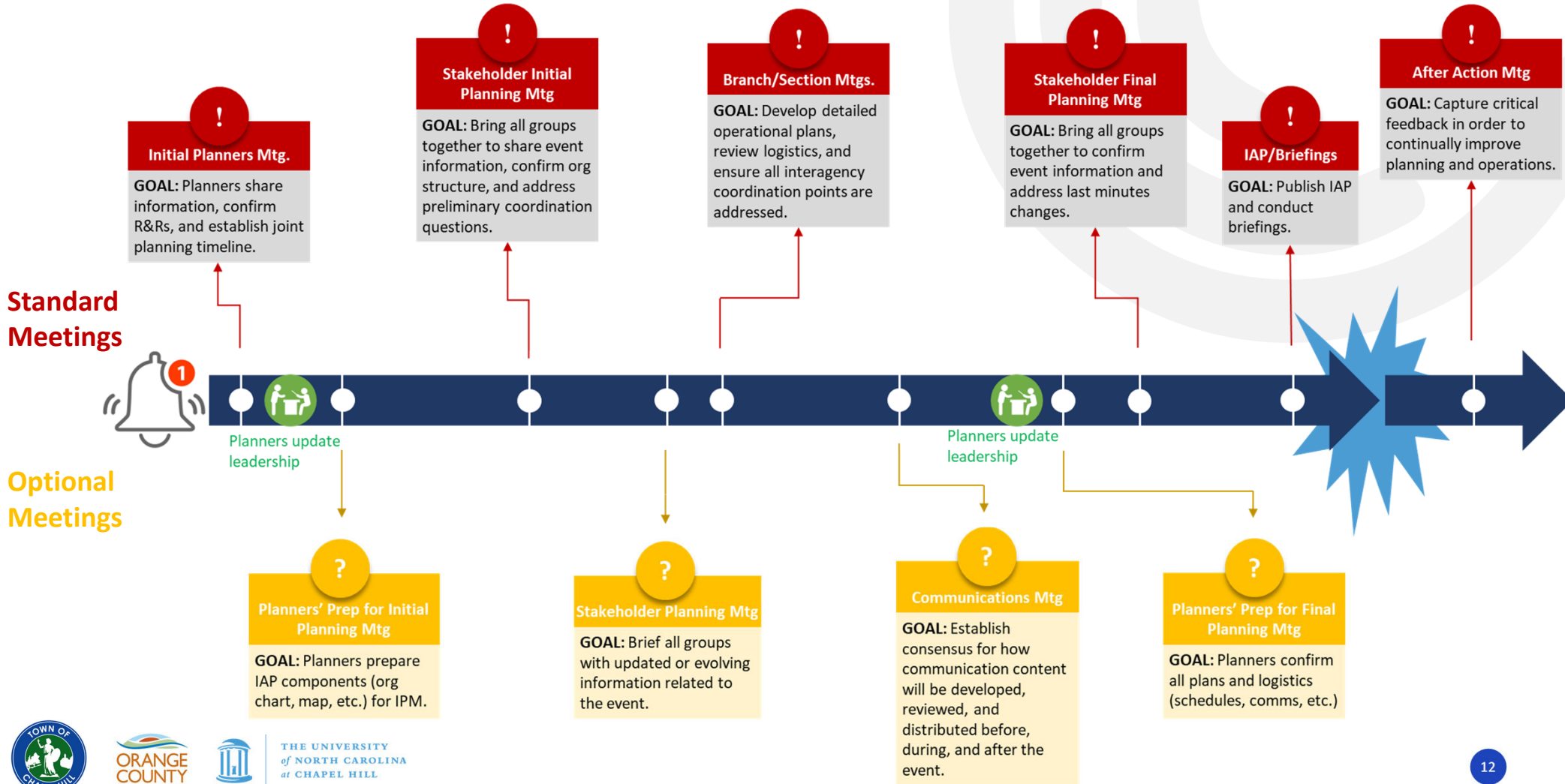
As a result, this process:

- Is standardized and scalable
- Establishes a single point of contact for planning within each jurisdiction
- Clearly identifies roles and expectations throughout the process at each level
- Maintains situational awareness to planning efforts among all stakeholders
- Establishes clear planning assumptions and objectives



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JOINT PLANNING PROCESS DIAGRAM



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EXAMPLE OF A COMPRESSED TIMELINE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<p>INITIAL JOINT PLANNER'S MEETING</p>	<p>FIRE/MEDICAL BRANCH TACTICAL PLANNING MEETING</p>		<p>FIRE/MEDICAL BRANCH TACTICAL PLANNING MEETING</p>	<p>FINAL STAKEHOLDER MEETING</p>	
<p>NCAA ELITE-EIGHT</p>	<p>INITIAL STAKEHOLDER MEETING (EMAIL)</p>	<p>LAW ENFORCEMENT BRANCH TACTICAL PLANNING MEETING</p>		<p>LAW ENFORCEMENT BRANCH TACTICAL PLANNING MEETING</p>	<p>FINAL JOINT PLANNER'S MEETING</p>	<p>NCAA FINAL FOUR GAME DAY</p>
		<p>COMMUNICATOR'S MEETING</p>		<p>SUPPORT BRANCH TACTICAL PLANNING MEETING</p>	<p>INCIDENT ACTION PLAN REVIEW, FINALIZATION, AND DISTRIBUTION</p>	
		<p>LOGISTICS & RESOURCE COORDINATION</p>				

STANDARD MEETING

OPTIONAL MEETING

SECONDARY STANDARD MEETING



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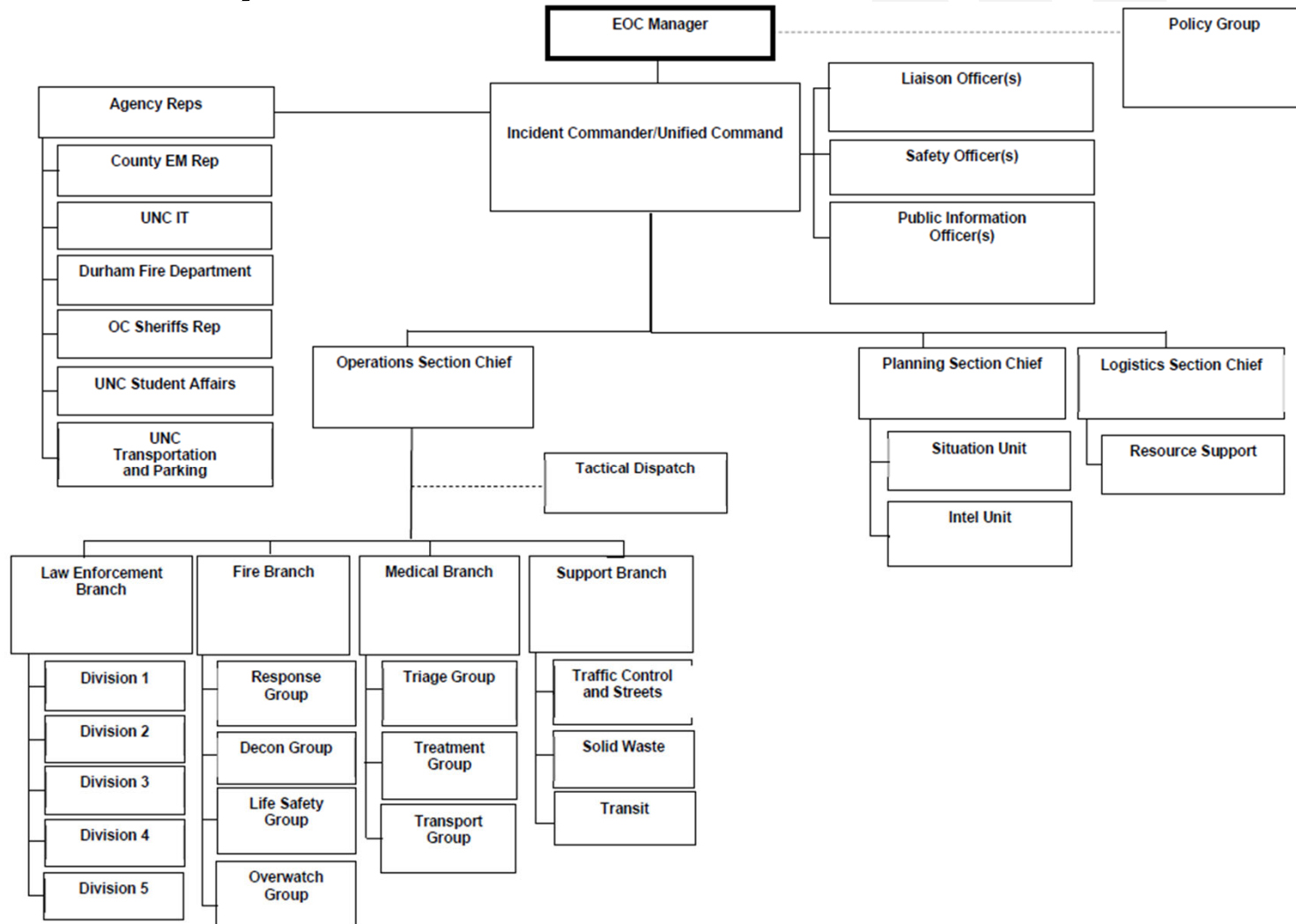
STEP 1 – INITIAL JOINT PLANNERS MEETING

- Review event information and identify a lead planner
- Discuss special considerations and event scope
- Set planning timeline and establish meeting cadence
- Review previous action items for similar events
- Provide briefing to senior leadership summarizing recommendations



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SAMPLE ICS 207 ORGANIZATION CHART



STEP 2 – INITIAL STAKEHOLDERS MEETING

- Brief event overview and objectives
- Identify priorities, concerns, and/or major changes
- Communicate planning cadence and expectations
- Confirm executive support for planning process and assumptions

Agenda Items

Event Overview

- Scope & Planning Timeline
- Priorities and Objectives

Operations Discussion

- Organizational structure
- Command Post/EOC/Onsite
- Staffing
- Roles and responsibilities

Agency Coordination

- Division report out
- Resource requests
- Additional coordination items

Close Out

- Review action items
- Confirm next steps



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STEP 3 – BRANCH TACTICAL MEETINGS

Four standard branches: Law Enforcement, Fire, Medical, and Support.

- Discuss staffing concerns and considerations
- Confirm threats and hazards
- Review of operational priorities, plans, and timelines at branch level
- Determine resource needs

Agenda Items

Event Overview

- Event Overview
- After Action Notes
- Policy Notes and/or changes

Operations and Tactics

- Threats/Hazards Identification and Mitigating Actions
- Organizational Structure
- Overview of Staffing Plan
- Communication Plans

Logistics

- Timeline
- Briefing Details
- Resource Needs
- Food
- Review Map

General Coordination

- IAP Deadlines
- Identify Points for Clarification
- Review Action Items



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LOGISTICS AND COMMUNICATIONS

- Routinely requested resources:
 - Radio caches
 - State event channels
 - Camera trailer
 - Decontamination trailer
 - LRAD
 - ATV/gator
 - Drone
- Use of tactical dispatchers for large events
- Assignment of branch-specific CAD terminals
- Staging areas pre-established for regional support and major incident routes maps
- Future planning: advanced resource tracking, UAS integration, mobile command assets



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TREATMENT CENTER

- Decompress the hospital system from event-related surge
- Supports EMS system by allowing resources to quickly return to service
- Operational timeline may extend beyond initial event



STEP 4 – FINAL STAKEHOLDERS MEETING

- Holistic review of event and results of planning process
- Highlight deviations and key operational elements
- Review the following:
 - Event maps
 - Organizational structure
 - Traffic control plan
 - Outstanding coordination or resource needs
- Branch and agency representative brief-out
- Confirm understanding and support for plan
- After this meeting, planners finalize IAP

Agenda Items

Event Overview

- Timeline
- Priorities
- Logistics

Operational Review

- Organizational structure
- Communications
- Threats and Hazards

General Coordination

- Agency/Division report out
 - o Staffing Plan
 - o Outstanding coordination items

Close Out

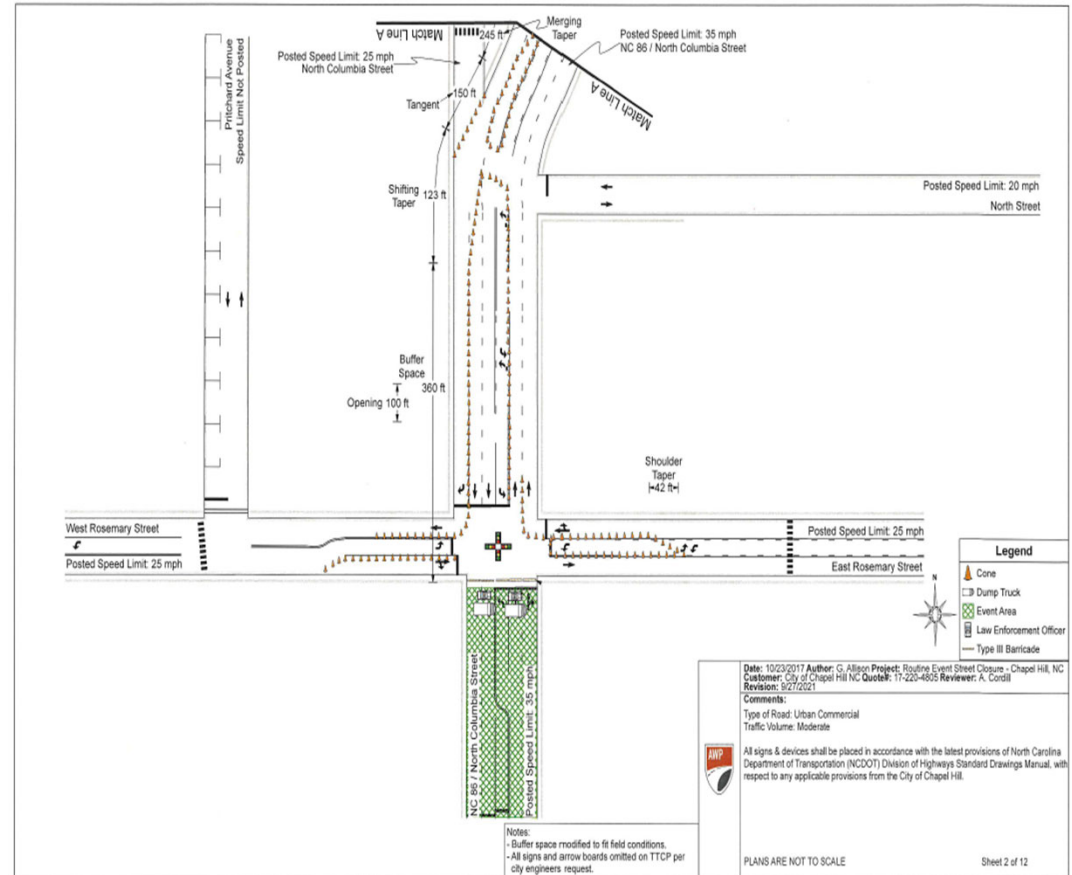
- Review action items
- IAP Distribution



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OPTIONAL STEPS IN PLANNING PROCESS

- Communicators' Meeting
- Traffic Control Planning
- Vendor Presentation
- Additional layers of branch meetings (for more complex events)



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PROCESS BENEFITS AND TAKEAWAYS

- Builds and strengthens the collaborative environment between the Town, County, and University
- Increase stakeholder engagement and communication
- Continuous after-action correction and process improvement
- Builds a credible and capable emergency management program



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OTHER CONSIDERATIONS

- Scheduling
- Lessons Learned
- Terminology and Language
- Training



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THANK YOU

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