



APPLICATION FORM

All applications must include the following information. Separate applications must be submitted for each eligible program. **Deadline: June 1, 2016.** Please include this application form with electronic entry.

PROGRAM INFORMATION

County: _____

Program Title: _____

Program Category: _____

CONTACT INFORMATION

Name: _____

Title: _____

Department: _____

Complete Mailing Address: _____

Telephone: _____ Website: _____

Email: _____

SIGNATURE OF COUNTY ADMINISTRATOR OR CHIEF ADMINISTRATIVE OFFICER

Name: _____

Title: _____

Signature: _____

Special Events Radar
Chesterfield County, Virginia

Overview

In February 2013, Chesterfield Fire and Emergency Medical Services initiated the “Special Events Radar” program to capture information about planned special events in Chesterfield County. The purpose was to gain a clear picture of when and where events are taking place and to understand their potential risks to public safety. The program reaches out to organizers and various sources within state and county government to gather information. Each event is assessed for risks, catalogued in a master list, and shared with stakeholders. Based on the events on the master list, emergency resources can be aligned in advance to cover special events without compromising overall service delivery. Over the first three years, the number of stakeholders that subscribe to the program increased from initially 5 to currently 77 members. During the same time frame, the number of processed events increased by 102% and amounted to 348 events in 2015. The program made it possible to manage the vast majority of special events with on-duty resources at no cost to organizers and no negative impact to the rest of the County. Meanwhile, this program has become the clearing house for special events and promotes Chesterfield County as a well-prepared, safe host of special events.

The Problem

Located in Central Virginia, Chesterfield County consists of 446 square miles of suburban, urban and rural areas with a population of more than 328,000. Chesterfield County is an active community with a large variety of special events on most weekdays and almost every weekend. Its strategic location, convenient access by major interstates, and the wide selection of county parks and athletic fields, as well as Pocahontas State Park, make Chesterfield a preferred location for all sorts of special events. The nature of events ranges from sports competition to open-air entertainment with crowds as small as a few hundred to as large as 10,000 attendees. The problem is that special events typically generate an increased demand for emergency service resources. Without advance notice of impending events, the necessary precautions, such as assigning or pre-staging units to an event, are not possible. Instead, it places public safety agencies in a crisis mode, which diminishes their effectiveness. This results in the diversion of service delivery to the rest of the County with limited available resources. Chesterfield's main mission as a local government is to provide residents and visitors with "the best possible quality of life". The lack of timely situational awareness of special events and well-coordinated resource management, placed this mission at risk and needed to be rectified.

How the Program Fulfills the Awards Criteria

Chesterfield's geographic location and infrastructure are attractive to a variety of special events that promote the County as a first choice community to live, work, raise a family and retire. The special events not only add to the quality of life of residents and visitors but also contribute significantly to the local economy. Sports tourism, for example, has become a thriving revenue source for the local hotel and restaurant industry. Before the Special Events Radar program was initiated, departments responded as individual entities within their area of responsibility without coordination with each other. Often times, unaffected departments were unaware of events unless they heard about it because of traffic congestion or media coverage. Without a clear, comprehensive picture of occurring special events at any point in time, public safety was in jeopardy. Consequently, the Special Events Radar program was designed to achieve a clearing house, where information would be collected, evaluated, catalogued, and shared. The program's success is the product of intergovernmental cooperation and coordination. The Special Events Radar has become an accepted practice in Chesterfield County, thanks to its simplistic, consistent processes and the reliable and timely information it shares with its stakeholders at no financial cost to them. The Special Events Radar offers an innovative solution to a common problem that is not limited to Chesterfield County. The merits of the program, as well as its measurable results, qualify as a model that other local governments can easily implement in their own localities.

Description of the Program

The Special Events Radar program is a county-wide initiative that brings the stakeholders together to form a clearing house for special events and mass gatherings in Chesterfield County. The fire department's operations support captain, within the Emergency Operations Division, serves as the point of contact for the program. When the program was first initiated, a systematic outreach effort was made to establish working relationships with the major event organizers, the park service at Pocahontas State Park, Chesterfield County Public Schools, the Police Department, the Emergency Communications Center, the Chesterfield Fire and EMS Medical Director, the Department of Parks and Recreation, and the Department of Risk Management. The Office of the County Administrator, the Department of Communications and Media, and the County Attorney's Office soon followed.

All information about planned special events is collected and assessed for potential risks to public safety and impact on county-wide emergency response capability. A standardized event risk assessment was developed that was based on best practices from *The Event Safety Guide 2nd ed.*, Health and Safety Executive, U.K.; *The Event Safety Guide*, Event Safety Alliance of USA; and the *Special Events Contingency Planning Job Aids Manual*, Federal Emergency Management Agency. The applied event risk assessment consists of:

- Expected audience size (approved capacity, potential excess capacity, number of pre-sold tickets).
- Artist profile (reputation, perception, type of entertainment, music style).

- Audience profile (previous or expected behavior, likely crowd activities, special needs).
- Duration and timing of event (hours or days, day or night, weekday or weekend).
- Expected weather conditions (severe weather, heat index, ice)
- Venue evaluation (geographic location and layout, shaded areas, access to shelters, access and egress routes).
- Alcohol availability (on sale on site, coolers allowed, bag searches).
- Type of event and nature of entertainment (low or high risk activities, low or high impact entertainment).
- History and reputation of event (track record of event, returning or new event, motivation for moving to Chesterfield).
- History and reputation of organizer (attitude towards public safety, forthcoming with information, discipline and training of staff).
- Evacuation and containment measures and procedures (site emergency pre-plan, impact on access and egress route for ambulances and fire apparatus).
- Ambulance loading points and triage areas (proximal, practical, safe).
- Level and type of law enforcement presence (peer security, private security guards, police officers, park rangers).

In addition to the event risk assessment, the following areas are taken into consideration in the evaluation:

- The potential EMS workload at the event.
- Involvement of public and elected official relations.

- Resource availability on the day of the event (commitments to other special events, scheduled training activities, approaching severe weather).
- Needs of special event cover personnel (mobility, shelter, welfare, safety).

After the assessment, the event information is recorded on the *Special Events Master List* (master list). An example of the master list is illustrated in Appendix A. This is a spreadsheet that catalogues the events by date and shows date, day of the week, Fire & EMS shift on duty, name of the event, address, time frame, estimated audience number, resources committed, and point of contact for the event. For events that require on site resources, for example an ambulance for EMS stand-by, the operations support captain emails a resource request to the shift commander, who will be on duty on the day of the event. Appendix B shows a blank resource request. The shift commander looks at the availability of resources that day and assigns the appropriate unit(s). At the same time, the special event is recorded in Outlook on the main department calendar and on the shift commander's calendar.

The master list is sent out to the stakeholders whenever the number or significance of additions and updates warrants it. The master list was originally an internal document that was shared with the shift commanders, fire marshal battalion chief, and the emergency management coordinator. The value of collecting and sharing this information was rapidly recognized and immediately produced measurable results. Over the first three years, the number of stakeholders that utilized the shared information increased from initially 5 to currently 77 members. Stakeholders are not only customers of the program but, at the same time, are the suppliers of information. It

is the accumulation and piecing-together of information that produces the comprehensive picture of event activities. It is a fluid document that changes consistently throughout the day. Whenever the master list is sent out, it provides a snapshot of the special events radar at that time. Special events that are supported with resources are also listed in Outlook on the fire department's main calendar as a back-up and up-to-date reference.

Financing and Staffing

The only identifiable expenditure of the program is the time spent by the operations support captain, who has to devote time daily in order to keep the master list current. This has become a major responsibility and time commitment of the position. Based on the average pay for fire captains and the time devoted to the program, the share of salary cost for this program is estimated at \$20,400.00 per year. There are no further staffing needs to make the program work.

Results of the Program

Four months into the program, the pieces of information started to show a picture and situational awareness began to improve. After distributing the first master list on February 7, 2013, the Special Events Radar program gained momentum. The number of participating stakeholders increased from the original 5 to currently 77 members. The collaboration of county departments, state park service and non-government entities, as well as the genuine information sharing among stakeholders, became the trademark of the program. The program succeeded at bringing together the following departments to work hand-in-hand: Chesterfield Fire and EMS (CFEMS), which maintains oversight of the program; the Park Service at Pocahontas State Park; Chesterfield County Public Schools; the Chesterfield County Police Department; the Emergency Communications

Center; the Department of Parks and Recreation; the Department of Risk Management; the Office of the County Administrator; the Department of Communications and Media; and the County Attorney's Office. At the end of 2013, 172 special events were processed and shared with the members. This number continuously increased and amounted to 279 events in 2014 and 348 events in 2015. While some special events were captured and added to the master list for "awareness only", others demanded resources to be identified and pre-staged on site. In 2014, 71% of special events had CFEMS resources at the event location, ready to provide emergency medical care and/or fire protection. The percentage of covered special events with CFEMS assets in 2015 amounted to 67%. During the three years from 2013 to 2015, less than 10 special events were covered with overtime personnel and were invoiced to the event organizer. In these situations, some of the staffing cost was passed on to the organizer because they were ticketed, for profit events with an allotted amount for EMS coverage. The overwhelming majority of resources at special events were on-duty units at no expense to the event organizers. This is the direct result of the program, because the comprehensive picture of special events allowed for effective resource planning. This approach supported the special events in the County without compromising service delivery to the communities. Furthermore, the increasing number of special events over the past three years is a testimony of Chesterfield County's reputation as a well-prepared, safe host of special events. The Special Events Radar program is not only deserving of some of the credit, but it lays the foundation to safely accommodate even more events in the future. This, in turn, enriches the quality of life of the residents and visitors, as well as benefits its local economy.

Summary

Chesterfield County, 446 square miles large and 328,000 residents strong, is an active community with a large variety of special events. The nature of events ranges from sports competition to open-air entertainment with crowds as large as 10,000 attendees.

Special events typically generate an increased demand for emergency service resources. The problem was that the different county departments responded to the needs of events as individual entities within their area of responsibility without coordination with each other. As a solution, Chesterfield Fire and EMS designed the Special Events Radar to achieve a clearing house, where information would be collected, evaluated, catalogued, and shared. The purpose was to gain a clear picture of when and where events are taking place and to understand their potential risks to public safety. Based on the events on the master list, emergency resources can be aligned in advance to cover special events without compromising overall service delivery.

The program's success is the product of intergovernmental cooperation and coordination. The Special Events Radar has become an accepted practice in Chesterfield County, thanks to its simplistic, consistent processes and the reliable and timely information it shares with its stakeholders at no financial cost to them. The Special Events Radar offers an innovative solution to a common problem that is not limited to Chesterfield County. The merits of the program, as well as its measurable results, qualify as a model that other local governments can easily implement in their own localities.

Appendix A: Special Events Master List (Example)

 2015 Special Events Master List 							
Emergency Operations Division - Operations Support - 804.768.7917 / muellerk@chesterfield.gov							
Date	Day(s)	Shift	Name	Location	Time	Audience	Resource commitment
1/1	Thursday	A	Slide into a Pool	14710 Village Square Place	1200-1300	50 - 150	M7
1/7	Wednesday	A	VCU Men's Basketball	VCU Athletics	1900-unspe	unspecified	Honor Guard
1/31	Saturday	A	Robious 5K Polar Fun Run/Walk	Robious MS, 2701 Robious Crossing Dr.	0900-1100	unspecified	none
1/18	Sunday	C	GRSA Winter Races	Swift Creek Reservoir	1100-1430	unspecified	1 boat with 2 divers
2/1	Sunday	B	GRSA Winter Races	Swift Creek Reservoir	1100-1430	unspecified	1 boat with 2 divers
2/4	Wednesday	B	Matoaca HS Career Fair	Matoaca HS	1120-1215	unspecified	none
2/6-8	Fri-Sun	A-	CCL Winter Showcase (soccer)	River City Sportplex	daytime	unspecified	none
2/15	Sunday	A	GRSA Winter Races	Swift Creek Reservoir	1100-1430	unspecified	1 boat with 2 divers
2/21-22	Sat-Sun	A,B	Ultimate Cup - Girls Soccer	Monacan HS	daytime	unspecified	none
2/22	Sunday	B	Monster Cross Bike Race CANCELLED	Pocahontas State Park	daytime	300 bikers	none
2/24	Tuesday	A	We Love our Hometown Heros	Spring Arber of Salisbury, 14001 Turnberry	1830-2000	Fire & PD	E4, E5, M4, FVVRs, BC, EMS1
2/28-3/1	Sat-Sun	B	Ultimate Cup - Boys Soccer	Monacan HS	daytime	unspecified	none
3/1	Sunday	C	GRSA Winter Races	Swift Creek Reservoir	1100-1430	unspecified	1 boat with 2 divers
3/1	Sunday	C	Huguenot 3 Miller	Huguenot Park, 10901 Robious Rd	0900-1030	unspecified	none
3/6	Friday	B	VSU Founder's Day	VSU, Virginia Hall	1600-unspe	unspecified	Ettrick-Matoaca VRS
3/6-8	Fri-Sun	B-	Jefferson Cup Boys Showcase (soccer)	River City, Stratton, Ukrop	daytime	unspecified	none
3/7	Saturday	C	Pinewood Derby	County Fairgrounds	0700-1800	300	none
3/7	Saturday	C	Chief Tunstall Funeral Service	Chester United Methodist Church	1100-1300	unspecified	Honor Guard, C-shift
3/8	Sunday	A	Monster Cross Bike Race RE-SCHEDULED	Pocahontas State Park	daytime	300 bikers	none
3/8	Sunday	A	Departure Bike Works Swap Meet	County Fairgrounds, Exhibition Hall	0900-1500	200	none
3/14	Saturday	A	Lucky Clover 5K & Kids Fun Run	Clover Hill ES, 5700 Woodlake Village Pwy	0845-1200	500	Manchester VRS
3/14	Saturday	A	Westchester Shamrock 5K	Westchester	0900-noon	unspecified	Forest View VRS
3/14-15	Sat-Sun	A,B	Jefferson Cup Girls U10-U14 (soccer)	River City, Stratton, Ukrop	daytime	unspecified	none
3/15	Sunday	B	GRSA Winter Races	Swift Creek Reservoir	1100-1430	unspecified	1 boat with 2 divers
3/18	Wednesday	B	Special Olympics	Richmond Ice Zone, 636 Johnston Willis Dr	1000-noon	unspecified	1 engine
3/19	Thursday	C	Intramural Basketball Championship	VSU, Daniel Gymnasium	1900-2100	unspecified	none
3/19	Thursday	C	Special Project "Training Tower"	Enon FTC	1400-1500	n/a	Truck with platform
3/20-22	Fri-Sun	A-	Jefferson Cup Girls U15-U18 (soccer)	River City, Stratton, Ukrop	daytime	unspecified	none
3/21	Saturday	B	STEAM Expo CCPS	CTC 13900 Hull Street Rd	0800-1200	unspecified	Co. 7, Medflight
3/21	Saturday	B	Instant Classic Marathon	Pocahontas State Park	daytime	unspecified	none
3/21	Saturday	B	Historic Point of Rocks Living History Day	1011 Point of Rocks Road	1000-1600	unspecified	none
3/21	Saturday	B	Car Race (rain date 3/28)	Southside Speedway	2000-2200	unspecified	Manchester VRS
3/27	Friday	B	Woolridge ES Career Day	Woolridge ES, 5401 Timberbluff Pkwy	1300-1530	unspecified	engine or truck for display, medic optio
3/28	Saturday	C	The Weight - Pocahontas Live	Pocahontas State Park	1730-2200	< 800	none
4/3	Friday	C	Car Race (J.M. Wilkinson Memorial)	Southside Speedway	2000-2200	unspecified	Manchester VRS
4/5	Sunday	B	Easter Sunrise Service	Bluff at Henricus Park	0715-0800	100	none
4/10	Friday	A	Gov't Mule Concert	Pocahontas State Park	1730-2200	1800-2000	E19, M19
4/11	Saturday	B	James River Regatta 2015	Robious Landing Park	0830-1600	500 athletes	SCUBA 7 and 14
4/11	Saturday	B	Celebration of the Vine	The Millworks, 13872 Coalfield Pkwy	1100-1800	ca. 5,000	FVVRs
4/11	Saturday	B	Iron Dog 2015	County Fairgrounds	0745-1700	200	Brush 11
4/12-18	Sun-Sat	C-	Nat. Publ. Safety Telecom. Week	ECC	24/7	n/a	none
4/15	Wednesday	C	Project IMPACT	Matoaca HS, 17700 Longhouse Ln	0800-noon	all HS students	Truck, engine, medic
4/16	Thursday	A	Qdoba Mexican Grill - Grand Opening	Hancock Village	1730-unspe	unspecified	E7, T7, M7
4/17-18	Fri-Sat	B,C	Tent-to-Trail Relay	Pocahontas State Park	1200-Sat ev	unspecified	in planning/not processed yet
4/17	Friday	B	Car Race	Southside Speedway	2000-2200	unspecified	Manchester VRS
4/17-19	Fri-Sun	B-	Poseidon Spring Meet	Acquatics Center, 5050 Ridgedale Pkwy	daytime	unspecified	none
4/18	Saturday	C	Richmond Christian Football Game	6511 Belmont Rd	0900-1600	unspecified	engine or medic for EMS standby
4/18	Saturday	C	Run on the Wild Side 5K	Marguerite Christian ES	0930-1200	150	engine or medic for EMS standby
4/18	Saturday	C	2015 Virginia Firefighter Games	Short Pump Town Center, 11800 W. Broad	0900-1300	unspecified	Engine 16, Tanker 7, MSU, F&LS Trail
4/18	Saturday	C	Warrior Awareness Event	Matoaca HS, 17700 Longhouse Ln	1100-1600	unspecified	Engine 8
4/19	Sunday	A	Spring Fling Lacrosse	Clover Hill Athletic Complex	daytime	unspecified	none
4/19	Sunday	A	Rowdy River Fest	Robious Landing Park	1100-1400	50	none
4/23	Thursday	B	Kroger Fan Fest (1 of 6)	2801 Hicks Rd	1500-1900	unspecified	engine or truck for display
4/23	Thursday	B	Kroger Fan Fest (2 of 6)	7000 Tim Price Way	1500-1900	unspecified	engine or truck for display
4/23	Thursday	B	Bring Your Child to Work Day at CJW	Johnston-Willis Hospital	0900-1130	unspecified	E4
4/23-25	Thu-Sat	B-	RIR Races	Henrico	unspec.	major	MVRS A332, M231
4/24	Friday	C	Kroger Fan Fest (3 of 6)	14101 Midlothian Tpke	1500-1900	unspecified	engine or truck for display
4/24-26	Fri-Sun	C-	K9 Kamikazes Flyball Tournament	County Fairgrounds, Exhibition Hall	0600-1700	200	none
4/25	Saturday	A	Richmond Christian Football Game	6511 Belmont Rd	0900-1600	unspecified	engine or medic for EMS standby
4/25	Saturday	A	Run the Rocks 5K and Healthy Fam. Fest	Elizabeth Scott ES	1030-1230	up to 1,000	engine or truck for display
4/25	Saturday	A	Spring Festival	L.C. Bird HS	0900-1600	unspecified	E15, M15
4/25	Saturday	A	Great Gator 5K	Swift Creek ES, 13800 Genito Road	0900-1400	800	none
4/25	Saturday	A	Car & Truck Show CANCELLED	Hyles Baptist Church, 7220 Courthouse Rd	1000-1500	500	none
4/25	Saturday	A	Providence Football Spring Craft & Vendor Fa	Manchester Athletic Complex, 7401 Hull St	1000-1500	200	none
4/25	Saturday	A	Police Candidate Testing	Eanes-Pittman PSTC	0730-1200	290	engine or medic for EMS standby
4/26	Sunday	B	Dedication Fire Station #21	16901 Harrowgate Rd, S. Chesterfield 238	1500-1600	unspecified	TSU, Honor Guard
4/26	Sunday	B	Food Truck Rodeo	Chesterfield Town Center	0900-unspe	est. 15,000	A232
4/28	Tuesday	A	Project IMPACT	Cosby HS, 13301 Kelly Green Ln	0800-1200	unspecified	Truck, engine, medic

*The last column with point-of-contact and cell phone number was omitted for privacy.

Appendix B: *Resource Request Form*

This form is sent to the shift commander to assign resources to a special event.

<i>Special Event – Resource Request</i>	
<i>Name of the event:</i>	
<i>Nature of the event:</i>	
<i>Date of the event:</i>	
<i>Location of the event:</i>	
<i>Timeframe for the event:</i>	
<i>Shift and shift cmd on event day:</i>	
<i>Resources requested for the event:</i>	
<i>Event risk assessment:</i>	
<i>Recommendation:</i>	
<i>Justification:</i>	
<i>Point of contact for the event:</i>	
<i>Unit(s) assigned:</i>	