

Large Event Application Timeline/Checklist

Events exceeding 1000 Persons

Following submission of the initial *Campus Event Application Form*, event organizers must complete the following checklist and meet with Campus Security upon completion of each section (e.g. at 90 days). Campus Security will document notes and recommendations in the space provided. Campus Security will provide updates to Director of Campus Operations & Risk Management.

90 Days prior to event:

- Event Organizer must only consider performers/music that will abide by *UBC's Statement on Respectful Environment for Students, Faculty and Staff*
- Acquire sponsorship from UBC Executive – *See Appendix 1*
- Reserve event venue by submitting a request to the Central Booking Office (CBO).
- Submit *Campus Security Event Application* form to Campus Security with required documentation – *See Appendix 2*
- Submit City of Kelowna Outdoor Events Application to Campus Security
- Once reviewed and recommendations are made, Campus Security submits to Director of CORM for review
- Once reviewed, Director of CORM presents proposed event to UBC Okanagan Direct Report Team (DRT) - *See Appendix 3.*
- Executive Sponsor provides signature on “AVP, Dean, Director, or Manager” section within the *Campus Security Event Application* Form.

After Executive approval received:

- Director of CORM provides signature within the City of Kelowna application.
- Event organizer submits application to City of Kelowna for review
- Once City of Kelowna permit has been received and city recommendations have been satisfied, Event Organizer provides a copy to Campus Security.

Campus Security Comments:

CS Initial

Large Event Application Timeline/Checklist (Continued)

Events exceeding 1000 Persons

60 Days prior to event:

The Event Organizer:

- Contracts approved vendors to supply physical controls and infrastructure such as porta-a-potties, fencing, and lighting.
- Advises University departments of event for information purposes and address concerns (Facilities Management, Services, Student Housing & Hospitality Services, Parking Services, etc.).
- Develops onsite Traffic Management Plan in consultation with Parking Services and Campus Security.
- Provides status update on performers/music.

Campus Security Comments:

CS Initial

Large Event Application Timeline/Checklist (Continued)

Events exceeding 1000 Persons

30 Days prior to event:

- Event organizer submits work orders to Facilities Management (power requirements, irrigation shut-off, waste disposal).
- Confirmation from production company or responsible entity that all materials and equipment will be removed immediately post event.
- Event organizer obtains parking and identification cards for all volunteers and event staff if applicable
- Event organizer notifies BC Transit and taxi companies of event
- Event organizer ensures approval from University Relations on communication and media plan
- Event organizer provides status updates and the following to Campus Security:
 - Provide update on artists, security, first aid quotes, and physical controls: fencing, lighting, and porta-potties including contracts where complete.
 - Copy of signed contracts with emergency services
 - Certificate of insurance (5 million dollars per occurrence/UBCSUO as named insured).
- Campus Security provides status update to Director CORM
- Campus Security provides status update to UBC stakeholders
- Director of CORM provides update to DRT – See Appendix 4
- Pre-event briefing: Scheduled by the event organizer with various stakeholders such as emergency services, the City of Kelowna and Campus Security – *See Appendix 3*

Campus Security Comments:

CS Initial

Large Event Application Timeline/Checklist (Continued)

Events exceeding 1000 Persons

7 Days prior to event:

- Event organizer deploys communication plan in consultation with University Relations

Campus Security Comments:

CS Initial

Event Occurs

- Manage sound in accordance with predetermined decibel limit. Currently, UBC Okanagan's predetermined decibel limit is normally 86 decibels, which is less than the amplified sound restrictions for events similar in nature/capacity held in the City of Kelowna (ex; Centre of Gravity). The current decibel limit is UBC best practice and is in place to minimize disruption to University and neighbouring communities.
- Music/artists must be in compliance with UBC's Statement on *Respectful Environment for Students, Faculty and Staff*. Non-compliance may result in event interruption or termination.

Post Event

- Event Organizer: Ensure event site is restored to previous condition and submits work order to Facilities Management as needed. Event organizer is liable for damages and/or restoration services.
- Event Organizer responds to complaints in collaboration with University Relations
- Event Organizer debriefs with stakeholders and revises process as required.

Campus Security Comments:

CS Initial

APPENDICES

Large Events:

APPENDIX 1: Event UBC Executive Sponsorship

APPENDIX 2: Large Event – Required Documentation

APPENDIX 3: Stakeholders Operational Meeting

APPENDIX 4: DRT DVC Information Memo

APPENDIX 5: Security & Safety Plan

Potential to Interfere:

APPENDIX 6: Less than 1000 – Required Documentation

Event UBC Executive Sponsorship

Events outside the academic mandate exceeding 1000 attendees and/or the potential to unreasonably interfere with University operations cannot be held on campus prior to the event organizer identifying a UBC Executive sponsor. Numerous public safety, insurance, liability and other risk management issues must be considered by the University regarding the proposed event.

Event Description: *(please write brief description of proposed event – time, date, # of attendees, etc)*

Proposed Date: _____ Proposed Event Location: _____

The Event Organizer must receive sponsorship from a University Executive Sponsor prior to submitting an application for a large event and/or an event with the potential to unreasonably interfere with University functions.

A University executive sponsor **IS**:

- AVP Students
- AVP Admin & Finance
- Provost and Vice-Principal Academic

A University executive sponsor is **NOT**:

- Any other individual member of the UBC faculty, staff or student body representation
- Any non-profit or corporate entity that is not affiliated with UBC

The Executive Sponsor is supporting the proposed event in principle. Meaning, although outside the academic mandate, the executive believes the event will be beneficial to the University community and further the University’s reputation of excellence. At this stage, receipt of executive sponsorship is not confirmation of event approval.

- Yes, I sponsor the event in principle
- No, I do **NOT** sponsor this event

UBC Executive Comments:

Name:

Date:

Signature:

Title of the UBC Executive Sponsor (please ✓ one):

- AVP Students
- AVP Admin & Finance
- Provost and Vice-Principal Academic

Required Documentation at time of Submitting Application:

The submitted *Campus Event Application Form* for outdoor events exceeding 1000 persons must be accompanied by the following documents:

Submit the following documentation to Campus Security at the time of application:

- Campus Event Application Form (to be completed by Event Organizer)*
- Confirmation of Booking # from Central Booking Office *(to be obtained by Event Organizer)*
- City of Kelowna Outdoor application form *(Completed by Event Organizer).*
- Proof of Insurance *(Provided by Event Organizer)*
- Security and Evacuation Plan *(To be Drafted by Event Organizer in consultation with Campus Security)*
- Facilities Management Event Application Form *(to be completed by Event Organizer)*
- Event Map *(to be completed by Event Organizer)*

Submit the following documentation to Campus Security 30 days prior to event:

- RCMP Policing Agreement *(to be obtained by Event Organizer)*
- BCAS Quote *(to be obtained by Event Organizer)*
- Food Services: Proof of insurance, Food Safe certificate *(to be obtained by Event Organizer)*
- Communication Plan: Developed by event organizer in consultation with University relations *(to be obtained by Event Organizer in consultation with University Relations)*
- Event Security: Quotes from approved certified security provider. *(to be obtained by Event Organizer)*
- Physical Control: Quotes for fencing, lighting and porta-potties *(to be obtained by Event Organizer)*

Campus Security Comments:

Operational Pre-Event Briefing:

Large event organizers must schedule a meeting with stakeholders to formalize roles and responsibilities on the day of the event. Additionally, the purpose of this meeting is to discuss any concerns in the planning phase and resolve where able.

Operational Pre-event Briefing:

Date of Meeting: _____

Departments and Agencies Present:

- | | |
|---|---|
| <input type="checkbox"/> Campus Security | <input type="checkbox"/> Kelowna Fire Department |
| <input type="checkbox"/> Risk Management Services | <input type="checkbox"/> City of Kelowna |
| <input type="checkbox"/> RCMP | <input type="checkbox"/> UBC Okanagan Students' Union |
| <input type="checkbox"/> BCAS | <input type="checkbox"/> Event Security Provider |

Campus Security Comments:

Large empty rectangular box for Campus Security Comments.

CS Initial

Submission for Information – DVC Direct Report Team Memo

The event application(s) submitted by Event Organizer to Campus Security must include the details below to assist the Director of CORM in drafting the following memo to the Direct Report Team.

Executive Meeting Date:

Subject:

Executive Sponsor:

Presenter(s):

Item Summary:

Proposed Date of Event:

Event Start Time / End Time

University Relations has confirmed that there are not any conflicts event conflicts? (please one):

Yes

No,

Proposed Location:

Type of Event (ex; concert)

Total Number of Attendees:

Total # Attendees:	
Event Staff:	
General Admission #	

Event Details:

DRT Comments:

The undersigned, on behalf of the DRT, has reviewed the proposed event and made a determination on whether or not to support the event in principle. Approval is subject to both the City of Kelowna Event Application and compliance with the UBC Okanagan Large Events process.

Does the DRT support this event?

- Yes, the DRT has reviewed and supports this event
- No, the DRT does NOT support this event

Name:

Date:

Signature:

Security and Safety Plan for Large Events:

Applicants must include and organize the following (completed 30 days prior to event):

Personnel:

- RCMP: *Generally* 2 regular member per 1000 attendees – including 1 additional shift supervisor to oversee operations on site. RCMP numbers may be altered based on nature of event, perceived risk and recommendations provided by emergency services.
- UBC Okanagan Campus Security: Total number to be determined based on event and other factors
- Parking & Traffic Control: UBC Parking Services' Staff (or equivalent). Necessity based on event's potential to impact traffic and parking.
- Event Security: Event security staff provided by an approved and licenced security provider. Total security staff based on size and nature of event.
- First Aid: First aid attendants provided by an approved and licenced first aid provider. Certified OFA Level 2 equivalent or higher certification required. Total attendants based on size and nature of event.
- BCAS Paramedics: To be determined based on size and nature of event
- Red Frogs of Canada or approved harm reduction program must be in attendance. Necessity based on nature of event.
- Volunteers/Staff: Individual with first-aid or medical training to assist emergency services (ex; arranging rides for intoxicated attendees). Total volunteers based on size and nature of event.

Physical Controls:

- Stage front barricade (load-bearing barricade) – Concert Only
- Perimeter Fencing must include:
 - 2 emergency exits
 - double perimeter (moat style) – Concert only
- Minimum 5 porta-potties per 1000 attendees
- Lighting on event interior, entry points, emergency services staging area and perimeter fencing
- Signage to direct attendees to ticket sales, entrance, and emergency exits (Concert Only)
- Staging area for emergency services that includes:
 - 2 event tents 10' x 10' with side panels
 - beds/cots arranged through BCAS. Total dependent on recommendations from emergency services

Campus Security Comments:

CS Initial

Required Documentation at time of Submitting Application:

The submitted *Campus Event Application Form for Potential to Interfere Events* must be accompanied by the following documents:

Submit the following documentation at the time of application:

- Campus Event Application Form (to be completed by Event Organizer)*
- Proof of Insurance (Provided by Event Organizer)*
- Security and Evacuation Plan (To be Drafted by Event Organizer in consultation with Campus Security)*
- Facilities Management Event Application Form (to be completed by Event Organizer)*
- Event Map (to be completed by Event Organizer)*
- Food Services: Proof of insurance, Food Safe certificate (to be obtained by Event Organizer)*
- Communication Plan: Developed by event organizer in consultation with University relations (to be obtained by Event Organizer in consultation with University Relations)*
- Event Security: Quotes from approved certified security provider. (to be obtained by Event Organizer)*
- Physical Control: Quotes for fencing, lighting and porta-potties (to be obtained by Event Organizer)*
- Confirmation of Booking # from Central Booking Office (to be obtained by Event Organizer)*

Campus Security Comments:

CS Initial

Contact Information:

RCMP: (250) 762-3300. *Ask for the Administrative Coordinator of Events*

City of Kelowna Events: 250 469-8409

Campus Security / RMS: (250) 807-9843

University Relations: (250) 807-9216

Red Frogs of Canada: <http://ca.redfrogs.com/about>

Winn Rentals (lighting): (250) 491-1991

SW Audio + Visual (sound and staging): (250) 868-3333

Modu-Loc Fencing (250) 491-4110

Designated Dad's Drivers: <http://designateddriverdads.com/>

Kelowna Cabs: 250 762-2222

BC Transit Kelowna: (250) 860-2121

Glossary of Technical Terms:

BCAS: British Columbia Ambulance Service

BCAS provides emergency pre-hospital treatment and transportation by ambulance to the public and visitors to BC.

CS: Campus Security

Campus Security promotes a safe and secure environment for students, faculty, staff as well as the lands and buildings owned by the University of British Columbia

CIS: Canadian Interuniversity Sports

Canadian Interuniversity Sport is the national governing body of university sport in Canada

CORM: Campus Operations & Risk Management

Campus Operations and Risk Management is a diverse unit consisting of Campus Security, Central Receiving and Campus Mail, Facilities Management, Project Services and Risk Management Services.

FM: Facilities Management

Facilities Management provides comprehensive and sustainable operation, maintenance, and renovation services for lands and buildings owned by the University of British Columbia.

OFA2: Occupational First Aid

Occupational First Aid Level 2 is a first aid course which covers all of the necessary techniques required for an Occupational First Aid Attendant in industry.

LCLB: Liquor Control Act & Licensing Branch

The Liquor Distribution Branch is responsible for the importation and distribution of liquor in B.C. and also operates government liquor stores and the issuing of special occasion licenses for events.

RCMP: Royal Canadian Mounted Police

The Royal Canadian Mounted Police is the Canadian national police service and an agency of the Ministry of Public Safety Canada.

RMS: Risk Management Services

Risk Management Services provides comprehensive risk management services that contributes to the health, safety, and environment of student, staff, faculty and visitors.

SHHS: Student Housing & Hospitality Services

Student Housing & Hospitality Services provides housing for students and hotel accommodations for visitors during the summer term.

UBCSUO: UBC Students' Union Office

Student governing body on the UBC Okanagan Campus.

Important Links:

Campus Security Event Application Form: <http://security.ok.ubc.ca/events.html>

Central Booking Office: <http://cbo.ok.ubc.ca/booknow.html>

Facilities Management: <http://facilities.ok.ubc.ca/welcome.html>

City of Kelowna Outdoor Events: <http://www.kelowna.ca/CM/Page2494.aspx>

UBC's Statement on Respectful Environment for Students, Faculty and Staff:
<http://www.hr.ubc.ca/respectful-environment/files/UBC-Statement-on-Respectful-Environment-2014.pdf>

UBC Serving of Alcohol at University Events and Facilities. Policy No.: 13:
<http://universitycounsel.ubc.ca/files/2015/08/policy13.pdf>

Liquor Control Act and Licensing Branch: <http://www.pssg.gov.bc.ca/lclb/>