

APPENDIX D: CONSIDERATIONS FOR ATHLETIC EVENTS & SIGNIFICANT EVENTS

1.0 PURPOSE

Support UConn's coordinated approach to planning for and executing significant events and athletic events on campus that may have a major impact on University operations. This appendix should be used as a reference and does not replace plans and procedures already in place by University departments for athletic or other significant events. For example, planning for events hosted at the Gampel Pavilion on the Storrs campus should refer to the University of Connecticut Gampel Pavilion Emergency Response Plan for guidance.

2.0 SCOPE

The activities and operations included in this appendix apply to UConn operations at the main campus, regional campuses, and global operations, as appropriate.

3.0 SITUATION AND ASSUMPTIONS

Each year UConn hosts numerous athletic events, as well as special events, including conferences, concerts, and seminars that involve students, staff, faculty, and community members. UConn must manage these events effectively to protect the life safety of the community and limit the impacts to operations.

- The University hosts athletic events at UConn campus facilities and private facilities throughout the state.
- The University hosts a number of special events throughout the year including:
 - Conferences, Exhibits, and Seminars.
 - Graduations & Move-In Weekends.
 - Concerts and Theatrical Performances.
 - Intramural and club athletics.

Planning assumptions guiding this appendix:

- Planning for the safety and security of event staff and participants will be the primary focus when preparing for athletic and special events.
- UConn campuses will coordinate planning for events that take place on their campuses with local, state, and federal partners, as appropriate.
- Special considerations may be made for VIP guests, such as elected leaders and celebrities, that will attend special events.
- Some incidents will occur during athletic and special events with or without notice and may present little or no time to take protective measures to preserve life and safety. Other hazards may include a warning prior to occurrence.

4.0 CONCEPT OF OPERATIONS

This concept of operations outlines UConn's approach to planning and managing athletic and special events to ensure the safety and security of students, faculty, staff, and attendees. This section identifies planning for events, who should participate in the planning, considerations in event management, and how after-action analysis may be conducted to improve planning and execution for future events. This appendix addresses both routine and unique athletics events and special events.

- Athletic events and special events themselves are not threats or hazards; however, these events often cause operational challenges and increase the potential for a threat or hazard to occur.

UConn's approach to managing events considers both the event itself and potential consequences.

- Generally, UConn will manage athletics events and special events using standard approaches that the sanctioning unit has developed over time to mitigate the impacts of the event.
- When an event has the potential to disrupt or exceed the University's routine business operations, impact the University's ability to provide mission-oriented service, increase risk to persons or property, or has substantial public exposure, UConn will gather representatives from the relevant divisions, departments and units necessary to address the requirements of the incident. For example:
 - **Disrupted business operations:** Sporting events require traffic management that may require round-the-clock research staff to alter their schedules.
 - **Impact mission-oriented service:** A 24-hour charity dance-party might require facilities that normally provide dining for students, faculty, and staff to be closed off.
 - **Substantial public exposure:** Political demonstrations and attendance of VIPs or dignitaries draw increased media coverage.
 - **Increased risk to people or property:** A high-profile basketball game draws capacity crowds to UConn and provides a dense target for potential attackers.

Phase 1: Managing and Monitoring Routine Events

UConn's divisions, departments, and units manage athletic events and special events on a routine basis. Each event on campus has a division, department, or unit that sanctions the event based on the facility, site, or sponsor for that event.

- **Master Events Calendar.** UConn maintains a master events calendar at www.events.uconn.edu. This calendar is a single view of hundreds of separate calendars, each managed by their respective organizations. This view provides a starting point for monitoring events at UConn, noting that any UConn community member with a valid NetID can submit a calendar event.
- **Intercollegiate Athletic Events.** Athletics coordinates intercollegiate athletic events and maintains a calendar of events on the UConn Athletics website: uconnhuskies.com.
- **Student Activities.** Student Activities hosts extensive activities for students throughout the year including recreation and intramurals, clubs and organizations, fraternity and sorority life, and extensive student programming. Student Activities maintains a list of upcoming activities at: www.studentactivities.uconn.edu.
- **Events and Conferences.** UConn's divisions, departments, and units hold special events throughout the year using the spaces that they manage as well as shared spaces across each campus. Outside groups also host events at UConn on a regular basis. University Events and Conference Services provides support and guidance for using space on each campus and provides coordination to off-campus groups looking to host a program at UConn. It also maintains a **Venue Guide**¹ with information on some of the most frequently used spaces (with contact information) for the regional campuses and UConn Health.
- **Events at the Student Union** are managed in accordance with the information provided in the **User's Guide to the Student Union**². Student Organizations wishing to host an event must first complete the **Student Union Event Service**³ request form and follow the process outlined in the [Division of Student Affairs Large, Outdoor and/or Late Hours Event Policy](#), as applicable.

¹ [Venue Guide | University Events & Conference Services \(uconn.edu\)](#)

² <https://studentunion.uconn.edu/wp-content/uploads/sites/286/2019/08/The-U-Guide-August-2019.pdf>

³ <http://studentunion.uconn.edu/event-submissionform/>

Phase 2: Determination of a Significant Event

Each sanctioning division, department, or unit will assess the impact of each event that it hosts. The sanctioning division, department, or unit will notify the Office of Emergency Management (OEM) when an event (or a combination of minor or routine events) has the potential to disrupt or exceed the University's routine business operations, impact the University's ability to provide mission-oriented service, increase risk to persons or property, or has substantial public exposure.

- OEM will assess the event for the following considerations:
 - Type of event.
 - Expected size and number of attendees, any VIPs, or dignitaries.
 - Security requirements and/or posture.
 - Political or reputational sensitivity and/or impacts.
 - Potential impacts to life safety, the environment, and UConn's operations.
 - Intelligence reports from UConn Police gather from similar events held locally or nationally.
- If the event will generate significant impacts, OEM will initiate a special event planning process.
- The sanctioning division, department or unit is responsible for leading the planning process however, OEM may also lead the event planning process, if necessary.

Phase 3: The Planning Process and Timeline

The sanctioning division, department or unit hosting the event will facilitate a pre-event planning meeting to plan the event and discuss safety and security issues.

- Attendees for the pre-event planning meeting may include:
 - Organizer.
 - Event sanctioning office.
 - Student Activities Program Office.
 - University Events and Conference Services.
 - UConn Police, UConn Fire and OEM, USEC.
 - Residence Life.
 - Dining Services.
 - Communications.
 - Facilities Operations.
 - Student Health and Wellness.
 - Security contractors for the event.
 - Student organization representatives.
 - Office of Fraternity and Sorority Life.
 - Local public safety officials, as appropriate.
- Topics at the planning meeting should include:
 - Date, time, location, etc.
 - Purpose of the event.
 - Event leadership and unified command representatives for the event.

- Admissions policy, ticket sales, handling money.
- Emergency information.
- Maps of event layout, restricted areas, key event support sites, evacuation routes, staging areas, and rally points as well as the modes of transportation during the event.
- Notifications and public information requirements.
- Contracts, agreements, permits, etc.
- Risk Management including security and staffing.
- Logistics (room, A/V, food, rain location, etc.).
- Communications plan.
- Planning timeline and checklist.
- Other topics based upon the requirements of the event.
- Emergency Operations Center support.
- Depending on the complexity of the event and the number of outside responders supporting the event, OEM may develop an Incident Action Plan to organize all the resources involved in planning and expand shared situational awareness.
- The event planning team may determine the need to conduct a site visit or exercise to rehearse the steps involved in conducting the event. The rehearsal may help to identify issues not recognized during the initial planning.
- Restricted areas should be identified along with credentials and verification processes needed for entry. Processes for credentialing during athletic events are located in the **Division of Athletics Employee Handbook**.⁴
- On the day of the event, a final pre-event briefing will be conducted to review preparations, discuss policies associated with the event, and review emergency procedures.
- **Communications.** The sanctioning division, department, or unit hosting the event will develop a communications plan containing emergency information.
 - If needed for the event, a test of the sound systems, including public address systems and emergency alarms will be conducted.
 - If needed for the event, a test of the event communications and information sharing systems prior to the event will be conducted.
- **Permits and approvals.** Consideration should be given in the event permits and approvals may be needed to involve certain elements at the event such as:
 - Bonfires.
 - Temporary Flight Restrictions (TFR).
 - Parking/lane/road closures.
 - Food service.
 - Consideration should be given for the time it may take to acquire needed permits and approvals.

⁴ <http://policy.uconn.edu/2011/05/26/athletics-employee-handbook/>

- **Executive Briefings.** OEM and the sanctioning unit will execute the executive briefings established in the event action plan.

Phase 4: Incident Management and Emergency Operations Center (EOC) Support

- During the day of the event, each division, department, or unit will execute the assignments and provide the resources established within the event action plan. For the duration of the event, OEM will provide monitoring and as needed, may activate the EOC to conduct the following activities:
 - Monitor weather conditions for any severe weather threats.
 - Coordinate with UConn Police and other law enforcement agencies that might have a role in the event.
 - Ensure emergency medical services (EMS) and fire agencies are readily able to respond to the event, if necessary.
 - Monitor social media comments for signs of any potential threats to the event.
 - Ensure other campus operations are not impacted.
 - Carry out other activities as outlined in the Significant Event Incident Checklist, as found in the Hazard Specific Annex of the EOP, as appropriate.

Phase 5: Post-incident Activities

- OEM will coordinate with the sanctioning unit to schedule an after-action meeting within a few weeks of the event to determine the following information:
 - Identify components of event management and execution that went well and those functions that could be improved.
 - Develop an Improvement Plan to take corrective actions with specific timelines to improve future event planning and execution.
 - Assign specific individuals or departments to follow up on corrective actions.
 - If an emergency event were to occur during the event, discuss any financial impacts to the university and potential reimbursement.

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