AGENDA STATEMENT

City of Bellaire

MEETING: City Council - Sep 18 2023
PREPARED BY: Travis Tanner
DEPARTMENT: Development Services

ITEM TITLE:

Consideration of and possible action to authorize the issuance of a Temporary Use Permit to Harris County Hospital District d/b/a Harris Health System on a revised application for a one-day employee appreciation event to be held at 4800 Fournace Place, Bellaire, Texas 77401, on November 4, 2023 - Submitted by Travis Tanner, Director of Development Services.

RECOMMENDATION:

Travis Tanner, Director of Development Services, recommends that City Council consider the request and take action as it deems appropriate.

BACKGROUND/SUMMARY:

On August 21, 2023, City Council considered and rejected a request from Harris Health for a Temporary Use Permit for an employee appreciation event, "Celebrate You," on November 4, 2023, from 8am to 7pm, at 4800 Fournace Place. During public comment at the City Council meeting on September 11, 2023, two individuals spoke in support of the event, and a representative of Harris Health requested the opportunity to revise the request in response to City Council's concerns and resubmit it for City Council's approval. Attached is Harris Health's revised request for a Temporary Use Permit for an employee appreciation event, "Celebrate You," on November 4, 2023, from 8am to 7pm, at 4800 Fournace Place. Harris Health's request has been revised to eliminate the live band, limit the DJ from noon until 5pm, relocate the stage, and provide a single point of contact, Omar Reid. Additional details are set forth in the letter and event map dated September 12, 2023, attached.

PREVIOUS COUNCIL ACTION:

On August 21, 2023, City Council considered and rejected the original request from Harris Health for a Temporary Use Permit.

FISCAL IMPACT:

None

CITY ATTORNEY REVIEW:

☑ **Yes** ☐ **No**

Harris Health System
P.O. Box 66769, Houston, Texas 77266-6769

September 12, 2023

To Whom It May Concern:

Pursuant to City of Bellaire Code of Ordinances Sec. 24-544 and 24-505, the Harris County Hospital District d/b/a Harris Health System ("Harris Health") seeks approval to hold a special event on November 4, 2023 at 4800 Fournace Place in the North Bellaire Special Development District. The event titled "Celebrate You" is a one-day employee appreciation event for the hardworking employees of Harris Health and their families.

Schedule and Attendance: The Celebrate You event will be scheduled from 8:00 a.m. to 7:00 p.m. on Saturday November 4, 2023. Harris Health expects approximately 4,000 attendees throughout the day and has allocated sufficient parking within the property (not on Fournace Place) to accommodate all individuals that attend.

Activities: Activities will include field day games, food prepared and served by Harris Health, music, an awards and recognition ceremony, photo booths, vendor-prepared food including funnel cakes and snow cones, and general fall festival activities. No alcohol will be served or allowed on the premises during the event. *REVISED* There will be one DJ located on a stage that backs up to the building at 4800 Fournace Place and projects toward highway 610. Harris Health has moved the original proposed location of the stage to accommodate residents on both the north and south sides of the property. From 9:00 a.m. until noon, the DJ will be available for announcements regarding the field day activities. No music will be played on Friday or Saturday other than from 12:00 p.m. until 5:00 p.m. on Saturday and will include intermissions.

Compliance with City Ordinances: Harris Health will work with the Fire Marshal to inspect tenting, seating, and the main stage prior to the event. Noise levels resulting from the event will not exceed 65dB(A) at any residential properties or 72dB(A) at any nonresidential properties, and Harris Health will cooperate with officers to monitor noise levels throughout the day. Harris Health will remain in compliance with all applicable City of Bellaire ordinances, and the event should not impact surrounding properties.

Security and Safety: Harris Health has hired security officers, including its employed security officers, registry officers, and the Harris County Constable's Office and Sheriff's Office assistance. *Revised* No Bellaire PD officers will be used for the event. Security will be on-site from the setup on Wednesday November 1st through the last cleanup crew breakdown on Sunday November 5th. Harris Health has developed an emergency management plan and will provide emergency services personnel and ambulance coverage.

Executive In Charge: Omar Reid, Executive Vice President and Chief People Officer, will be the Harris Health Executive in charge for all issues or concerns. His contact number is 713-203-5453.

A site plan and draft emergency management plan is attached for reference. Harris Health requests the ability to present this application and/or answer questions from City Council at the September 18th City Council meeting. Thank you for your assistance.

Parking Garage
Funnel Cake Truck
Kona Ice Truck
Porta Potties (11)
ZONE I
Cotton Candy Tent
Photo Booths (8)
Candy Apples Cart (2)
Tables & Chairs
Caricature Artist
Wax Hands
Popcorn Balls
Balloon Artist
Info Tents
Coffee Center
Food Tent
Drink Tent
ZONE II
Tent w/ Table & Chairs
Ice Trailer
Hand Washing Stations
VIP Tent
DJ Tent
Surface Lighting
Dodgeball Zone 2
Giant Volleyball Zone 2
Giant Foosball Zone 2
Dodgeball Zone 1
Giant Volleyball Zone 1
Giant Foosball Zone 1
Obstacle Course
Rock Wall
Registration/ Check-in
Adjoining AC Tent
EMS Truck
Mini Games Zone 1
Mini Games Zone 2
Hand Washing Stations
Family Zone:
Corn Hole
Face Painters
Slam Dunk Inflatable
Sports Combo Inflatable
4800 Fournace
Surface Lighting
Seating
Backstage Tent
Stage
Dance Floor
House Tent
high boy tables
ZONE III
Service Awards Tent
Surface Lighting
Family Pumpkin Patch
Porta Potties (11)
Scan for Map

Disaster Response and Event Emergency Plan - Fournace 2023

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1. Objective

Harris Health System provides this document to ensure the safety of Staff, Volunteers and Attendees as they address issues and options being faced by travel during crisis or critical incidents. The development of effective and efficient crisis response and Incident Command procedures is predicated upon preparedness, pre-planning, recognizing options, training and a vigilant perception of the world in which we live. This document is updated each year, with current facility and destination specific information.

2. Purpose

In the event of an emergency, Harris Health System will act to protect lives and property and to avoid liability. The purpose of this document is to develop and maintain standard procedures for Staff, Volunteers and Attendees to prepare for and respond to emergency situations.
The Crisis Response Plan is a working document and will be continually reviewed, revised and rewritten as necessary. Potential crisis situations, which have not been addressed in the plan at this point, may need to be added at a later date.

3. Internal Communications

Harris Health System employees on-site will be advised to leave or a meet at a specific location point in the event of emergency via SWN Page or Security Personnel.

4. Public Communications

To ensure a consistent message, it is important that all communications are directed to the assigned Harris Health System Incident Command team. The Media Contact will manage all communication with the press and general public.

When discussing a particular crisis situation, all staff members should be cognizant of their surroundings and who may be within listening distance.

If a concerned volunteer, attendee or exhibitor approaches a staff member, our response should be conservative. If the situation becomes critical – staff must relax, be calm, and explain to the person(s) that a member of Harris Health System will be making an official statement in the near future.

Incident Command Team Members will manage the crisis response in the event that Team Members on-site are unable to participate.

5. Crisis Level Definition

Different crises require different responses. Specific scenarios listed in this document should be labeled Level 1 and Level 2.

Level 1 – Situations that can be contained and resolved by Harris Health System staff, facility personnel and contract security, without widespread action, public statement, risk or event disruption. Examples include: injury or illness limited in scope, routine theft, and limited disruptive behavior. Level 1 situations are likely to be reported to Harris Health System staff, facility and vendor personnel who are advised to report any situations to the nearest Show Management Office. The lead meeting planner at

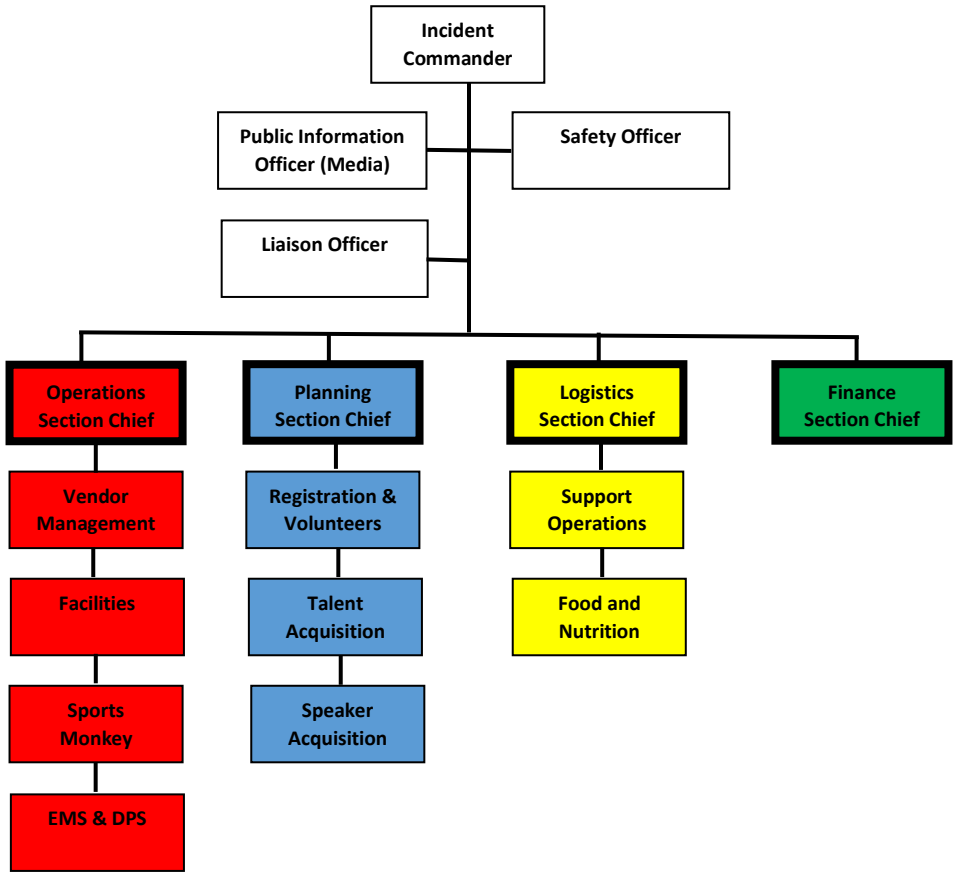
each facility, in conjunction with facility and vendor personnel will take appropriate action. Level 1 situations do not require the activation of the Incident Command Team, however, the Team will be notified of a Level 1 event as these events may move from Level 1 to Level 2 at any time.

Level 2 – Situations that require higher level decision-making, event postponement, public statement, or have the potential to cause panic, injury, or controversy. Examples include tornadic weather, terrorist activities, or active shooter. Level 2 situations are likely to be learned about from external sources such as the media, Internet, volunteers and attendees. Staff members will notify the nearest Staff Management Office immediately of a potential Level 2 situation. Show Management Office personnel, facility lead or any member of the Incident Command Team will arrange to convene the Team in person and/or by remote communication. Staff will be advised that the situation is being reviewed and instructions are forthcoming.

6. Incident Command Personnel & Contacts

Harris Health System Incident Command Team for this Event

The Incident Command Team is comprised of Harris Health System staff members representing critical functions during this event. The Incident Command Team is responsible for reviewing and maintaining this document, monitoring threats and hazards and serving as the response team onsite in the event of an actual crisis or emergency.



Name	Responsibility	Work Phone	Cell Phone
Executive on Call	Omar Reid		713-203-5453
Admin on Call / Emergency Management	Incident Commander Jackie Brock		Group Me App
TBD	Public Information/ Communications	713-566-6430	Group Me App
Aaron Velasquez	Liaison Officer	832-654-7460	Group Me App
Norma Lemon Pearson	Operations	346-426-0177	Group Me App
Deyaun Seale	Logistics	346-426-0298	Group Me App
Nicole Benningfield Adria Jones	Planning	346-426-0262	Group Me App
TBD	Finance	TBD	Group Me App

Key Staff

Name	Responsibility	Work Phone	Cell Phone
Media Hotline	Media POC	713-566-6430	Group Me App
Diana Loera, Courtney Kamron	Registration	346-426-0241 832-409-8065	Group Me App
Michael Lake	Talent Acquisition	713-873-8733	Group Me App
King Hilliard / Nicole Benningfield	Speaker Acquisition	346-426-0186 346-426-0262	Group Me App
Chuy SanMiguel Michael Lake	Exhibitor POC	713-566-4987 832-409-8065	Group Me App
Hisam Siker Deyaun Seale	Facilities POC	713-667-5959 346-426-0298	713-651-9000 Group Me App
Richard Russel	EMS/First Aid	936-212-3747	Group Me App
Corey Johnson	Sports Monkey	281-960-1794	Group Me App
Shweta Misra	Food and Nutrition	847-652-0787	Group Me App
Chris Jones	Staffing POC	346-426-0830	Group Me App

Local Security & Emergency Contacts

Name	Location	Phone
Security	4800 Fournace 1st Floor	346-426-0302
Bellaire Police Department	5110 Jessamine St, Bellaire, TX 77401	713-668-0487
Bellaire Fire Department	5101 Jessamine St, Bellaire, TX 77401	713-662-8202
Emergency		911

7. Incident Command Team Members Responsibilities

In case of an actual emergency or crisis, the Incident Command Team will serve in the following roles: **Incident Commander (PIO, Planning, Logistics, Liaison, Operations, and Planning):** Act as the Incident Command Team chair and is in charge until or unless this person relinquishes his or her role to another member of the team.

Media Contact (Director of Communications): Accountable for ensuring no individuals make inappropriate or unauthorized statements to the media. Monitors news and communicates with the team. Provides continuous communication to staff members onsite and at the headquarter office to keep them apprised of the crisis or emergency. Manages onsite press and distributes press releases. Prepares a position statement and identifies individuals who are willing to be interviewed on behalf of Harris Health System. Responsible for news content on the Harris Health System website and emergency voicemail updates on the main Harris Health System phone line.

Registration Contact: Communicates and sets up an emergency help desk to provide information to all individuals onsite to keep them apprised of the crisis or emergency.

Speaker & Talent Contact: Communicates with speakers and talent by phone, email and in person to keep them apprised of the crisis or emergency.

Technology Contact (Director of IT): On standby to be available to help in case of a technology emergency.

Exhibitor Contact: Communicates with all exhibitors by phone, email, and in person to keep them apprised of the crisis or emergency.

All Staff Members: Assist with the above communications and procedures where needed and assigned.

8. Destination & Facility Plan (added separately)

a. Evacuation Plans

In the event of a serious emergency, it may find it necessary to evacuate the building. Should that become necessary, you will receive instructions about what to do and where to go by the Incident Command Team and/or the Send Word Now System.

If evacuation is needed, use the closest marked “EXIT” or follow directions from building personnel. The evacuation or rally points can differ depending on where in the building the emergency is taking place. Staff roll call will be taken via Send Word Now and the get response back function. If for some reason that location is inaccessible to you please go to the nearest safe location and text/call your supervisor with your location and status.

Incidents that may require evacuating the site may include:

- Fire
- Bomb threat/suspicious package/suspicious mail

- Explosion
- Weather related emergency (with advanced notice)
- Chemical or Biological Incident

The key to a successful evacuation is to remain calm and follow directions.

b. Shelter in Place Plan

Incidents that may require shelter in place include:

a. Weather related emergency
b. Civil Disturbance
c. Suspicious package
d. Chemical or Biological Incident
e. Hazardous Material

Staff will be relocated to an appropriate area or will be asked to leave via an alternate route. Communications will come via Send Word Now message.

c. Onsite First Aid Locations & Hours (See map above for location)

Name	Location and Time	Phone Number

d. Automated External Defibrillators (AED) Locations

An automated external defibrillator (AED) is a portable device that checks the heart rhythm and can send an electric shock to the heart to try to restore a normal rhythm. AEDs are used to treat sudden cardiac arrest (SCA). SCA is a condition in which the heart suddenly and unexpectedly stops beating.

Anyone who has minimal CPR and AED training can use an AED to help save a life.

Located:

- EMS Truck
- 1st floor Physical Therapy

9. Cancellation Plans

In the event of a crisis or emergency warranting cancellation of the Meeting, all staff members and other key personnel will report to the Incident Command Room. If the venue is evacuated, a webex meeting will be used for virtual incident command.

a. If the Event needs to be canceled:

- All key personnel, will meet in the Show Management office to review implementation of cancellation plans or by conference call prior to arriving onsite

- Incident Commander enacts Emergency Phone Tree to inform all staff members of the cancellation and provide further instructions
- Media Contact to create a formal statement outlining the decision for cancellation and further actions, if necessary
    - Staff members and key personnel should use script provided to answer questions from individuals
    - Staff members and key personnel should state “no comment” for any questions asked by the media or press and inform them to contact the Media Contact.
- Media team will handle communications that should go out immediately to all individuals planning to attend the Meeting
    - A message announcing the cancellation will be posted on the Harris Health System website, main phone line, and an e-blast will be sent
    - To the extent possible, personal phone calls will be made to individuals attending the Meeting
- Facility personnel and staff members assigned will be at entrances to the facility will let individuals know, who may not have received the message, that the event has been canceled
- Media Contact will post cancellation information in key locations in facility
- Registration Contact and Exhibitor Contact will put into place policies for refunds of exhibitor and registration fees
- Incident Commander will contact the facilities, legal counsel, and the insurance company to alert them of the cancellation
- Event Logistics Contact will provide written notice by email of the cancellation to all vendors impacted by this decision
- Meetings with all staff members and key personnel will continue on a frequent basis as long as necessary to keep them updated on the situation

10. Crisis Analysis Summary & Financial Impact

- Complete an after action report after an emergency has taken place. Harris Health System and all members of the planning committee and select leaders must evaluate how well the situation was handled and investigate additional steps needed to better handle a similar situation in the future.