

## **TOWN OF BELLEAIR**

# **MAJOR EVENT SPECIAL RELIEF PERMIT APPLICATION**

### **PROCESS OVERVIEW**

To address community requests to host/conduct special events and activities, the Commission may provide temporary relief from certain code restrictions via a special relief permitting process (Section 74-34 of Belleair's Code of Ordinances).

Within this section of the code, a carve-out exists for "Major Events" which meet at least one of the following requirements:

- Events that are conducted for more than 72 hours
- Events that have anticipated attendance of more than 1,000 people
- Events that will significantly impact public streets, rights-of-way, and the need for emergency services such as police, fire, or medical aid (any event which involves an open invitation to the public falls within this category)

Consideration of any Major Event Special Relief Permit shall require two public hearings before the Town Commission. To inform the community of the public hearings for this event, the Town shall ensure a mailer is distributed to all residents living within a minimum of 500 feet of the event site and mailed at least seven (7) days prior to the first hearing. The applicant may be required to absorb the cost(s) associated with this mailer. A copy of the mailer shall additionally be provided online.

### **PROCESS TIMELINE**

The Major Event Special Relief Permit process is initiated with the submission this completed application (and its exhibits) to the Town Manager at least **60 days** before any proposed event date. To prepare for this deadline, a pre-application meeting shall be held for each application, recommended around **90 days** before any proposed event.

In order to best prepare an application, applicants are encouraged to make initial contact with the Town Manager **180 days** in advance of the event. Properties may obtain no more than 2 permits per year. Applications shall be approved/denied (with or without conditions) at the second public hearing.

If approved, applicants will be issued a Major Special Relief Permit by the Police Department within ten (10) business days along with the receipt of any required permit fee.

### **APPLICATION AND PERMIT FEES**

A fixed \$1,200 application fee shall be assessed to this applicant, as specified by the Town's Code of Ordinances (Section 74-23) (\$200 for any Special Relief Permit plus \$1,000 for a Major Event). This fee covers the cost of Town staff assisting with the planning, permitting, and communication of the event.

In addition to the application fee, applicants for a Major Event Special Relief Permit may incur additional costs relating to the efforts and resources of Town staff during the event in-question. Following the pre-application meeting, Town staff shall provide an estimation of these costs to the applicant. These fees shall be paid in-full prior following approval on second hearing and may will be reconciled following the event.

Permit fees may also be assessed, per any permits required by the Town of Belleair Building Department, Largo Fire Rescue, the St. Pete Clearwater Film Commission, and/or any other permitting agencies.

Fee payment may be mailed or made in-person at Town Hall (901 Ponce de Leon Boulevard). Payment may be made in the form of cash, checks (made payable to the Town of Belleair), or credit cards (with a 3% convenience fee added). Fee payment (as applicable) is required prior to permit issuance.

## **REQUIRED APPLICATION EXHIBITS**

*Unless exempted by the Town Manager or presented as optional in the below descriptions, the following exhibits are required as a part of this application. Specific conditions and requirements for these exhibits may be requested by the Town Manager in order for an application to be considered complete.*

### **OVERVIEW**

- ☐ **Exhibit A: Event Overview:** Using the form attached to this application, provide an overview of the event in-question and any relevant contact information for it.
- ☐ **Exhibit B: Executive Summary Letter:** An executive summary letter addressed to the Town Commission that details the event and its intent.
- ☐ **Exhibit C: Relief Period:** The specific dates and times for which relief is being requested.

### **PLANS**

- ☐ **Exhibit D: Master Schedule Plan:** A breakdown of the event's major activities, especially pertaining to the flow of traffic and public attendance.
- ☐ **Exhibit E: Master Site Plan:** A map at least 8.5 x 11 inches in size that (at minimum) includes the event entrance(s), gathering places, temporary accessory structures, vending locations, sanitary stations, and emergency response holding locations.
- ☐ **Exhibit F: Sanitary Plan:** If regular on-site restrooms are not sufficient for the event and other accommodations are to be made, provide an explanation of those plans and include their location(s) on the required site layout (*Exhibit E: Master Site Plan*).
- ☐ **Exhibit G: Traffic Control Plan:** Must be created in coordination with the Belleair Police Department and include any road closure(s) or maintenance of traffic (MOT) adjustment(s), along with any locations to be specified as "No Parking" zones.
- ☐ **Exhibit H: Parking Control Plan:** Must include the location(s) of any public parking for the event. Must be created in coordination with the Belleair Police Department if public and/or paid parking is to be available within town limits. This plan must also must designate space for public safety services access and parking.

☐ **Exhibit I: Life Safety Plan:** Must be created in coordination with the Belleair Police Department, Largo Fire Rescue, EMS, and any private security vendors.

☐ **Exhibit J: Event Communications Plan:** Must include main points-of-contact for all public and private agencies involved with running or security the event. Must also include means of communication from the event to the public and any communication coordination efforts being conducted alongside the Town of Belleair.

☐ **Exhibit K: Signage Plan:** Must include designs, specifications, and placement dates of any signage to be displayed on public property within the Town of Belleair.

## **PERMITS**

☐ **Exhibit L: Building Permits:** All necessary Town of Belleair Building Department Permits, specifically as pertaining to temporary electrical installation and/or fencing - may reference *Exhibit E: Master Site Plan*.

☐ **Exhibit M: Fire Permits:** All necessary permits granted by Largo Fire Rescue, specifically as pertaining to temporary accessory structures, tents, bleachers, and/or grandstands.

☐ **Exhibit N: Film Permits:** All necessary permits provided by the St. Pete Clearwater Film Commission.

## **LICENSURE**

☐ **Exhibit O: Certificate of Liability Insurance:** The applicant shall maintain commercial general liability (CGL) insurance per the specifications of the Town of Belleair's Insurance Guide VI (for non-profit/charitable organizations) or Insurance Guide VII (for commercial/for-profit organizations). The applicant shall also provide a Certificate of Liability Insurance for the event with the Town of Belleair listed as additionally insured.

☐ **Exhibit P: Alcohol Licensure:** If requesting to serve alcohol on public property or sell alcohol, attach all necessary alcohol licensure applications. This section may be exempted if the alcohol is to be served solely within a fully-licensed private premises.

## **SPECIAL RELIEF SECTIONS**

*Upon submittal of this application, the following sections of Belleair's Code of Ordinances are requested to be waived for the duration of the event, as specified in Exhibit C: Relief Period. The Town Commission reserves the right to attach conditions of issuance as deemed necessary to further the health, safety, comfort, convenience, and welfare of all guests, employees, residents, and vendors, and to protect the Town of Belleair from any undue liability.*

☐ **Chapter 58, Article II, Division II: Commercial and domestic equipment and private passenger motor vehicles:** Equipment and passenger motor vehicles shall be permitted to park on grass or other unpaved surfaces that are clearly identified for such purposes and as approved in *Exhibit E: Master Site Plan* and/or *Exhibit G: Traffic Control Plan*.

☐ **Chapter 74, Article IX: Signs:** Regulations regarding the placement, size, and content of signage used for promotional or informational purposes for the event shall be suspended for the duration of the event (as defined in *Exhibit C: Relief Period*). Such signage shall not obstruct traffic or accessibility, or portray non-becoming or inappropriate content, as determined by the Town Manager. Additional street banner, light pole, and other promotional signage may be approved outside of the time constraints of this ordinance via written approval from the Town Manager to the applicant. See *Exhibit K: Signage Plan* for additional information on proposed event signage.

☐ **Section 38-70: Street sale restrictions; ornamental shrubs:** Merchandising on public property shall be permitted in zones designated in *Exhibit E: Master Site Plan* for the duration of the event (as established in *Exhibit C: Relief Period*). Such merchandising must be provided only by authorized vendors of the event.

☐ **Section 74-484: Public nuisance noises:** The volume and conditions regarding nuisance noises shall be lifted for the duration of the event set forth in *Exhibit C: Relief Period*.

☐ **Section 74-485: Noisy work prohibited during certain hours:** The allowable times for noisy work shall be lifted for the duration of the event, as established in *Exhibit C: Relief Period*.

☐ **Other Code Section:** \_\_\_\_\_

☐ **Other Code Section:** \_\_\_\_\_

*Attach extra sheets, as necessary, for any additional code sections to be considered for relief.*



## AUTHORIZATION

By signing below, the applicant certifies that all information provided on this application is complete and correct and that all necessary attachments have been included. The applicant also agrees to the relevant fee schedule set forth by the Town, and assumes all responsibility for any and all damages to public property that may result from the requested event.

**THE COMPLETION OF THIS FORM DOES NOT CONSTITUTE APPROVAL FOR A SPECIAL RELIEF PERMIT.**

  
\_\_\_\_\_  
*Applicant signature*

3-11-2020  
\_\_\_\_\_  
*Date*

RYAN DEVER  
\_\_\_\_\_  
*Applicant name (printed)*

## **EXHIBIT A: EVENT OVERVIEW**

### **EVENT OVERVIEW**

Event Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Current Zoning of the Subject Parcel: \_\_\_\_\_

### **CONTACT INFORMATION**

**Applicant:** \_\_\_\_\_

Primary Name (**MUST BE ON-SITE FOR EVENT**): \_\_\_\_\_

Role with the Event: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Backup Contact (**MUST BE ON-SITE FOR EVENT**): \_\_\_\_\_

Role with the Event: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Property Owner Representative: \_\_\_\_\_

Role with the Event: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Backup Contact: \_\_\_\_\_

Role with the Event: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_



September 12, 2020

LPGA Ad Hoc Committee and Town Commission  
Town of Belleair  
901 Ponce de Leon, Boulevard  
Belleair, FL 33756

**Subject: Pelican Women's Championship Presented by DEX Imaging**

The Ladies Professional Golf Association (LPGA) will hold a new tournament named the Pelican Women's Championship Presented by DEX Imaging on November 16 - 22, 2020, at Pelican Golf Club in Belleair. The tournament will feature a full field of 108 players competing for a \$1.5 million purse.

The LPGA is the longest-running women's professional sports associations in the world. The tour and its events maintain a strong focus on charity with a cumulative charitable contribution of hundreds of millions of dollars. The 2020 LPGA Tour was scheduled to feature 33 official events across 11 countries and regions, with the most hours of television production in LPGA history. Due to COVID-19, the LPGA made changes to the season schedule and altered event dates, format, etc. to promote safe practices for its players and stakeholders and to abide by national and local health guidelines.

The Pelican Women's Championship will be contested as a 72-hole stroke play tournament over four days. In addition to the competition, the event week includes practice rounds; a one-day Pro-Am tournament that allows amateurs to play golf alongside the professionals in our field. In addition, the Pelican Women's Championship and the Town of Belleair will be broadcast to more than 175 countries and in more than 500 million households on Golf Channel.

The event also includes a number of community initiatives including a Ticket Design Contest with 47 elementary schools in Pinellas County; partnerships with local professional sports teams including the Lightning and Rays; and major corporate partners like DEX Imaging, BayCare, and Wyndham Grand Clearwater Beach.

The 2020 Pelican Women's Championship Presented by DEX Imaging will be contested without fans in attendance. The decision was announced by tournament organizers after consulting with public health officials and the LPGA. "While we are disappointed we won't be able to host fans for our inaugural event, the health and safety of our community and the women who compete on the LPGA tour come first," said Dan Doyle Jr. "We are honored to provide this opportunity for the world's best golfers and look forward to crowning our first champion this fall."

The Pelican Women's Championship is operated by Eiger Marketing Group, a global marketing and event management agency. Eiger owns and operates LPGA tournaments including the HUGEL-AIR PREMIA LA Open in Los Angeles and the ShopRite LPGA Classic Presented by Acer in Atlantic City, as well as a number of other sporting and lifestyle events throughout the year.

Sincerely,

Tim Erensen  
Executive Director  
Pelican Women's Championship Presented by DEX Imaging



**Exhibit C** – Dates relief is being requested

**Event Installation:** Monday, November 9th - Sunday, November 15th

**Event Week:** Monday, November 16th - Sunday, November 22nd

**Event Breakdown:** Monday, November 23rd - Sunday, November 29th



## 2020 Tournament Schedule

### **Monday, November 16**

*Course closed to the public*

All Day Professional Practice Rounds

### **Tuesday, November 17**

*Course closed to the public*

All Day Professional Practice Rounds

### **Wednesday, November 18**

*Course closed to the public*

7:00 am Official Pro-Am (#1/10 Tee Start: 7:00 – 9:15am)  
12:00 pm Official Pro-Am (#1/10 Tee Start: 12:00 – 1:00pm)

### **Thursday, November 19**

*Course closed to the public*

7:15 am **Round One;** 7:10-8:38 am; 11:26-12:52pm (1 and 10 tee)  
4:00 – 7:00 pm Coverage on Golf Channel (Tape Delay)

### **Friday, November 20**

*Course closed to the public*

7:15 am **Round Two;** 7:10-8:38 am; 11:26-12:52pm (1 and 10 tee)  
4:00 – 7:00 pm Coverage on Golf Channel (Tape Delay)

### **Saturday, November 21**

*Course closed to the public*

7:10 am **Round Three:** 7:10 am (1 tee)  
4:00 – 7:00 pm Coverage on Golf Channel (Tape Delay)

### **Sunday, November 22**

*Course closed to the public*

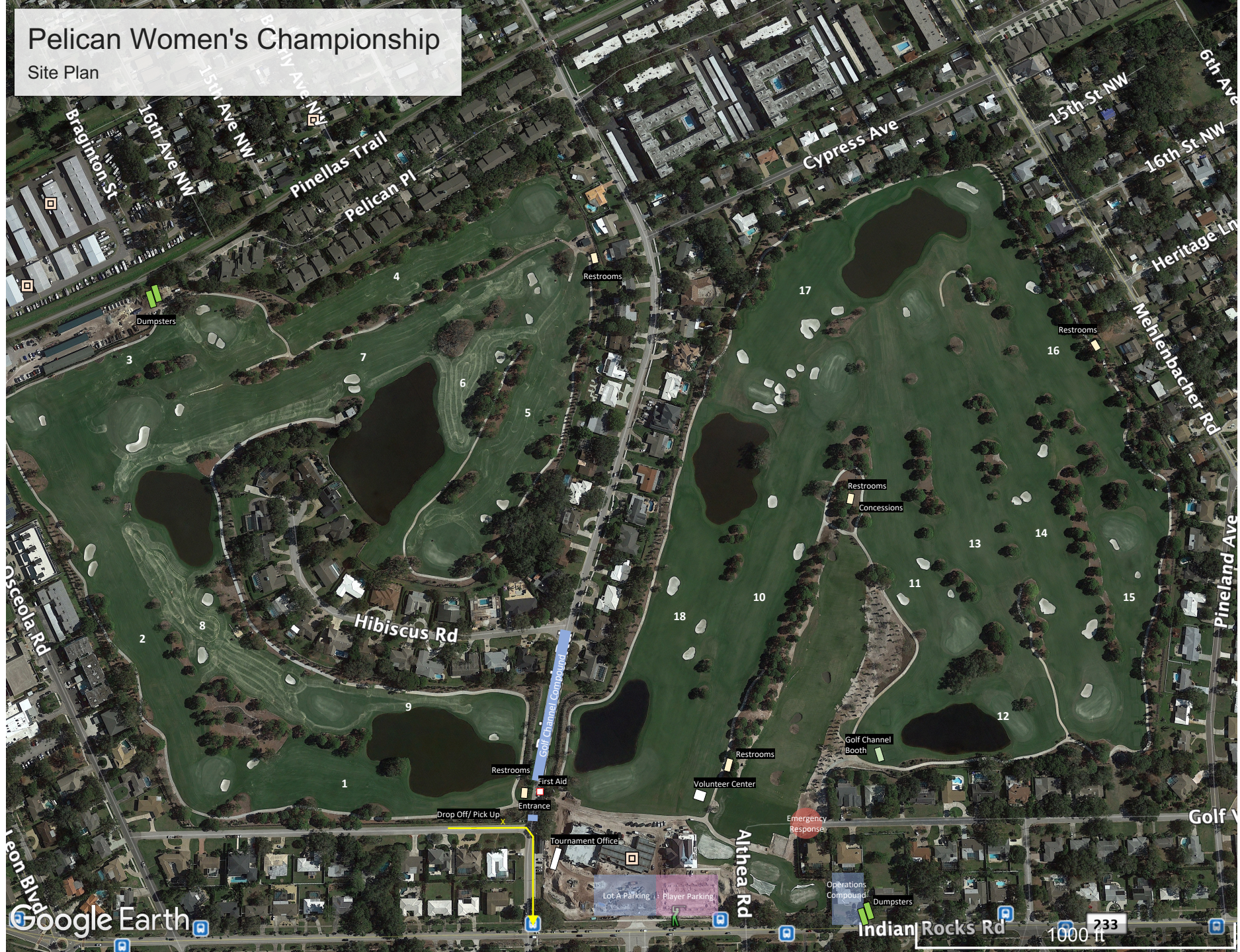
7:10 am **Final Round:** 7:10 am (1 tee)  
4:00 – 7:00 pm Coverage on Golf Channel (Tape Delay)  
6:00 pm 18<sup>th</sup> Green Award Ceremony (immediately following play)

\*Schedule of Events and times subject to change



# Pelican Women's Championship

Site Plan







## **Exhibit F – Sanitary Plan**

See Master Site Plan for dumpster and sanitary station locations.

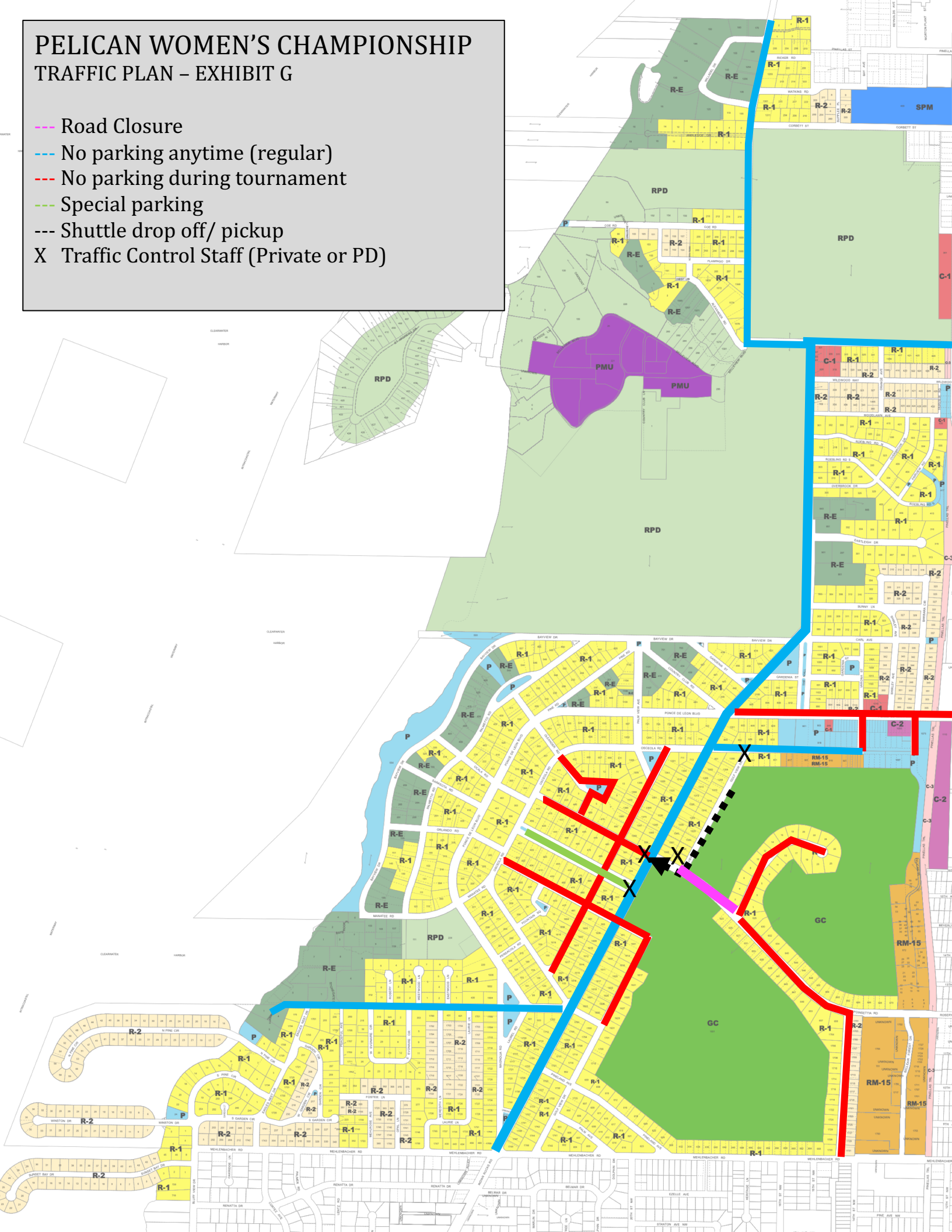
### **Sanitary stations –**

- Vendor: United Site Services
- Install Date: Thursday, November 12<sup>th</sup> and Friday, November 13<sup>th</sup>
- Removal Date: Monday, November 23<sup>rd</sup> and Tuesday, November 24<sup>th</sup>
- Service Schedule: Tuesday November 17<sup>th</sup> – Sunday, November 22<sup>nd</sup> post play (approx. 6:30pm)
- Each collection of restrooms will be regular service and either concealed by tenting and/ or screened fence
- Additional restrooms will be placed for Saturday night concert near general admission area, noted on master concert site plan

### **Ecology program –**

- Vendors: Waste Management (Containers), Solo Events Group (Management Staff)
  - WM – Three (3) total 40 cu. yard dumpsters placed strategically on the golf course for removal access and high traffic areas
  - Solo Events Group – full team of ecology staff onsite with the primary duty of removing waste from bins around course

- Road Closure
- No parking anytime (regular)
- No parking during tournament
- Special parking
- Shuttle drop off/ pickup
- X Traffic Control Staff (Private or PD)





# #1



## Exhibit H

### Parking Plan

The Pelican Women's Championship will utilize parking facilities on-site/ nearby the club for parking players, volunteers, and other groups of essential personnel. With no general parking available, the plan has been streamlined and constructed with the goal of impacting the roadways and operation as little as possible.

#### Pelican Golf Club Clubhouse Parking Lot:

1501 Indian Rocks Rd

Belleair, FL 33756

- LPGA Players
- LPGA Staff
- Members (to valet)

#### Belleair Rec Center:

901 Ponce de Leon Blvd

Belleair, FL 33756

- Golf Channel staff parking

#### Memory Care Center:

1145 Ponce de Leon Blvd

Clearwater, FL 33756

- Invited guests
- Volunteer Chairpersons
- Caddies/ Pro-Am Caddies
- Vendors
- Pelican Golf Club staff

#### American Collegiate Academy:

833 Wyatt St

Clearwater, FL 33756

- Volunteers



## **Exhibit I – Life Safety Plan**

### **Points of Contact:**

- Tournament Staff
  - Contacts:
    - Tournament Manager – Ryan Dever
    - Executive Director – Scott Reid
    - Tournament Services Manager – Sam Mok
- Private Security
  - Security Director – Dan Sidders
  - Security Manager – Stephen Cornell
- LPGA Security
  - Security Official – Lee Fields
- Belleair PD
  - Chief of Police – Richard Doyle
  - Officer – Joe Torch
- Sunstar Paramedics
- Baycare First-Aid Staff

### **Points of Interest:**

- Command post will be set at Belleair PD for their staff and tournament emergency operations.
- Onsite personnel will stage on Golf View South and the circle near the driving range.
- 10 tournament radios will be distributed to town personnel for daily event and emergency communication
  - Town/ PD will have internal radio communication as well
- Private security will take the role of access control on the course; admittance, venues etc.
- Belleair PD will work as traffic control and will work with security in scenario that an issue arises to a Law Enforcement concern.
- Overnight private security will be placed around Pelican Golf Club throughout event week and will work with Belleair PD as needed.
- Please see additional Crisis Management Plan. This has been developed with the conjunction of the LPGA and the entirety of this plan is kept with vital personnel only.



## **Security and Crisis Management Handbook**

### **Section 1: Introduction**

The Ladies Professional Golf Association Crisis Management Plan (the “plan”) is a general guide to provide a system for the LPGA and LPGA Tournaments to respond to a major crisis or emergency. This plan has been modified and streamlined into this handbook for Pelican Women’s Championship staff.

In normal circumstances, the LPGA and LPGA Tournaments operate under general policies and procedures that are in place to ensure that the daily operations occur in as efficient and professional a manner as possible. However in time of crisis and/or disaster, the guidelines for normal daily operations may not be appropriate, effective or in the worst-case scenario, possible. It is for that reason a crisis management plan has been developed. Without a plan, a crisis situation may lead to irreparable damage to the LPGA and/or our tournament.

The purpose of this plan is to assist our tournament in making quality decisions during such a time. It’s important to remember that a crisis management plan is meant to serve only as a guide in the time of crisis and is not intended to be all-inclusive. It will, however, assist in ensuring continuation of the various activities and services.

### **Crisis Definition:**

A crisis is an event that seriously and immediately threatens one or more of the LPGA’s and/or LPGA Tournament’s vital assets. Crises are characteristically uncommon, unpredictable, and sudden, demanding immediate responses in order to save lives, avert secondary damage and restore normal operations. A crisis is any unplanned occurrence that can:

- Cause death or significant injuries to employees, volunteers, sponsors, competitors, spectators, vendors or others
- Cause significant reputational harm to the LPGA/LPGA Tournament’s brand and/or visibility
- Shut down and/or cause significant disruption to the LPGA/LPGA Tournament’s business operations
- Materially threaten the LPGA/LPGA Tournament’s financial standing and/or viability

A group of more probable crises and the response methodology for the respective crisis are included. Most major crisis will impact a number of areas and/or constituencies, so it is imperative that all key parties be familiar as to their responsibilities and/or accountabilities to the plan.

### **Mission & Purpose:**

The LPGA has established this plan to address the management structure, key responsibilities, emergency assignments and general procedures to follow during and immediately following a crisis. The plan is based on the following guiding principles:

- Protect and preserve human life/well being
- Minimize loss/disruption to the operations & brand
- Gather all necessary information
- Move quickly
- Be transparent
- Ensure clear & concise communications
- Be flexible as developments occur
- Document activities and conduct post evaluation

### **Quick Reference Guide**

#### **Tournament Staff and Important Contacts**

| <b>Name</b> | <b>Organization</b> | <b>Position</b>       | <b>Direct</b>  | <b>Cell</b>    | <b>Email</b>                |
|-------------|---------------------|-----------------------|----------------|----------------|-----------------------------|
| Tim Erensen | Eiger Marketing     | Executive Director    | (203) 340-9593 | (203) 216-5829 | terensen@eigermarketing.com |
| Kyle Draper | Eiger Marketing     | Tournament Director   | (727) 977-5182 | (813) 352-9112 | kdraper@eigermarketing.com  |
| Ryan Dever  | Eiger Marketing     | Operations Manager    | (727) 977-5181 | (856) 816-3573 | rdever@eigermarketing.com   |
| Sam Mok     | Eiger Marketing     | Volunteer Coordinator | (727) 977-5183 | (609) 613-2350 | smok@eigermarketing.com     |
| Dan Sidders | CSC Security        | Head of Security      |                | (407) 448-6918 | dsidders@csc-usa.com        |

#### **Important Places Nearby and Contacts**

| <b>Company</b> | <b>Name</b>           | <b>Phone Number</b> | <b>Phone #2</b> | <b>Address</b>                                    |
|----------------|-----------------------|---------------------|-----------------|---|
| Police         | Belleair PD           | Emergency Dial 911  | (727) 588-3500  | 901 Ponce De Leon Blvd, Belleair, FL 33756        |
| Hospital       | Morton Plant Hospital | (727) 462-7000      |                 | 300 Pinellas St, Clearwater, FL 33756             |
| Urgent Care    | Bayside Urgent Care   | (727) 441-5044      |                 | 1001 S Ft Harrison Ave #101, Clearwater, FL 33756 |
| Poison Control | AAPCC                 | 1-800-222-1222      |                 |   |

**SERVPRO:**

SERVPRO® is proud to be the Official Cleanup and Restoration Company of the PGA TOUR.

SERVPRO's professional services network of more than 1,700 individually owned and operated Franchises responds to property damage emergencies ranging from small individual disasters to multi-million dollar large-loss events. SERVPRO® has partnered with the PGA TOUR and TPC Clubhouses to develop emergency 'Ready' plans to insure business preparedness in case of weather related or other disasters. In this case, SERVPRO will assist in Coronavirus related cleanings; either in prevention efforts or

In the case of cleaning please contact Scott Gettelfinger at SERVPRO, contact information and instructions listed below:

Scott Gettelfinger  
ServPro - National Accounts Sales Manager  
Phone: 1-800-ServPro  
Direct: (615) 451-0200  
Cell: (615) 566-2661  
Email: [sgettelfinger@servpronet.com](mailto:sgettelfinger@servpronet.com)



Please address the situation on the phone, requesting Scott, and stating the tournament name, golf course/ location, and cleaning/ restoration needed. Example, "This an PGA/ LPGA Tour emergency, calling for Scott Gettelfinger regarding the Pelican Women's Championship in Belleair, FL – looking for fire damage assistance."

## Overview

### **Eiger Marketing Group / Pelican Women's Championship Headquarters:**

Eiger Marketing Group – LPGA Office

525 Indian Rocks Road, Suite 200

Belleair Bluffs, FL 33770

**The 2020 Pelican Women's Championship will be held Nov 16 - 22, 2020 at Pelican Golf Club**

Pelican Golf Club Address:

1501 Indian Rocks Rd

Belleair, FL 33756

(727) 285-9702

|                                   |       |
|-----------------------------------|-------|
| Emergency Response System.....    | 5     |
| Chain of Command.....             | 5     |
| Staff Responsibilities.....       | 5     |
| Fire Procedures.....              | 7     |
| Evacuation Procedures.....        | 7     |
| Earthquake Procedure.....         | 9     |
| Medical Emergency.....            | 10    |
| Power Outage Procedure.....       | 11    |
| Bomb Threat Procedures.....       | 12-14 |
| Social Disturbance Procedure..... | 15    |
| Building Collapse.....            | 16    |
| Toxic/ Chemical Spill.....        | 17    |
| Infectious Disease.....           | 18-26 |
| Course Map.....                   | 26    |
| Zoning Map.....                   | 27    |
| Zoning Guide.....                 | 28    |

## **EMERGENCY RESPONSE SYSTEM**

### **CHAIN of COMMAND FOR EMERGENCIES**

In case of emergency please contact the tournament staff in this order, no response from that person please move onto the next person on the list. Pelican Women's Championship contact information please see the quick reference guide.

1. Operations Manager, Ryan Dever,
2. Tim Erensen, Executive Director,
3. Kyle Draper, Tournament Director
4. Dan Sidders, CSC Security

### **OFFICIAL SPOKESPERSON FOR THE Pelican Women's Championship**

Kyle Draper, is the designated spokesperson for all the emergencies. NO ONE is permitted to talk to the media on behalf of the Pelican Women's Championship other than Kyle Draper, if Kyle Draper is not available the spokesperson shall revert to the rank order Chain of Command for emergencies listed above or the lead PGA Tour media staff member on site.

### **General Procedures:**

1. Remain calm
2. Notify the Security Channel and/ or Operations Manager Ryan Dever of the issue
  - a. as mentioned in the communications plan
3. Establish the exact location of the emergency
4. Calmly explain the emergency
5. Give your name and telephone where you can be reached or where you are calling
6. Wait for direction from security
7. If safe, wait for emergency personnel to arrive. Direct them to the location.

## **STAFF RESPONSIBILITIES DURING EMERGENCIES**

### **Control Room**

The tournament office will become the control room for emergencies except in the case of an evacuation. Should there be an evacuation, please refer the evacuation emergency procedures.

In the event of an emergency, the course will immediately inform the Director of Operations, Ryan Dever. Should the emergency information come to the Media Center first, immediately contact the security for the event. The security staff for the Pelican Women's Championship have been trained to deal with many types of emergencies. The emergency is recorded.

### **Equipment needed for Control Room:**

1. Internet Access
2. Fax machine/ scan and email capabilities (use cell phone camera and email)



3. Copy machine
4. TV Monitor
5. Cell Phone
6. Walkie talkies for staff

#### **Recording the Emergency - Take Notes**

1. What is the emergency?
2. Location of the emergency?
3. If someone is hurt, what is the name of person or persons?
4. What time did the emergency occur?

#### **Section 2: Crisis Response Scenarios**

Since it is difficult to develop individual plans for every type of crisis that might affect the organizations, the LPGA has developed response plans for those areas that may have a significant impact and have a greater probability of occurring. These response plans can be adapted to fit other unforeseen crisis scenarios as needed.

**Crisis response plans have been developed for the following categories and will be shared internally with priority life-safety personnel. The COVID-19 action plan is listed in the following pages, similar documents have been created for the following categories and more as needed:**

- Significant Injury or Loss of Life
- Bomb Threat or Explosive Device
- Active Shooter
- Suspicious Mail/Object
- Disorderly Person
- Intruder (including protests)



The Pelican Women's Championship Presented by DEX Imaging will be contested without fans in attendance when the tournament is held Nov. 16-22, 2020 at Pelican Golf Club in Belleair, FL. The decision was announced by tournament organizers in early September after consulting with public health officials and the LPGA.

To resume play, the LPGA, in conjunction and coordination with its tournament partners and title sponsors, created a Back-to-Play plan. This details the permissible guidelines and creates an environment for all key stakeholders that is safe and minimizes the risk of exposure to COVID-19 to the extent possible.

The LPGA's Back-to-Play plan is first and foremost built on a foundation of health & safety while maintaining the highest level of integrity for the competition.

This document will continue to evolve and remains subject to change based on developments in health and safety guidance, governmental regulations and general information that is available regarding COVID-19. The document is attached in the appendix for review.



## **Exhibit J – Event Communications Plan**

### **Main Contacts:**

#### Eiger Marketing Group

Ryan Dever – Tournament Manager – [rdever@eigermarketing.com](mailto:rdever@eigermarketing.com)

Scott Reid – Executive Director – [sreid@eigermarketing.com](mailto:sreid@eigermarketing.com)

Sam Mok – Tournament Services Manager – [smok@eigermarketing.com](mailto:smok@eigermarketing.com)

#### Town of Belleair

JP Murphy – Town Manager - [jmurphy@townofbelleair.net](mailto:jmurphy@townofbelleair.net)

Chief Rick Doyle – Chief of Police (Belleair PD) - [rdoyle@townofbelleair.net](mailto:rdoyle@townofbelleair.net)

Joe Torch - Police Officer (Belleair PD)

Cathy Dekarz (Public Information Officer) - [cdekarz@townofbelleair.net](mailto:cdekarz@townofbelleair.net)

#### Pelican Golf Club

Justin Sheehan – Director of Golf - [jsheehan@pelicangolfclub.com](mailto:jsheehan@pelicangolfclub.com)

Lee Mackay – General Manager - [lmackay@pelicangolfclub.com](mailto:lmackay@pelicangolfclub.com)

### **Event Radio Communication:**

- Eiger Marketing Group to have 70+ radios and 5+ channels onsite for event management specific communication
  - Example channels:
    - 1 – Main
    - 2 – Security/ First Aid
    - 3 – Volunteers
    - 4 – Scoring Control
    - 5 – Ecology/ Supply
- LPGA to have 50+ radios onsite for competition specific communication
  - Members of Eiger Marketing to possess LPGA radios and relay communication between event and tour staff, and vice versa.
- Emergency response personnel to obtain several event specific radios daily as the communication bridge between event communications and external support/ emergency response.

### **Digital Communications:**

Pelican Women's Championship specific pages will be kept up to date with highlights, announcements and news throughout the week. All pages can be found @PelicanLPGA.

- Website: [pelicanlpga.com](http://pelicanlpga.com)
- Facebook: <https://www.facebook.com/pelicanlpga/>
- Twitter: <https://twitter.com/pelicanlpga>
- Instagram: <https://www.instagram.com/pelicanlpga/>



## Exhibit K – Signage Plan

The following signage elements have been developed and will be displayed on public property/ roadways.

1. Light Pole Banners
  - a. These are to be located on Indian Rocks Road near Pelican Golf Club closer to the event date.
  - b. Player images will cycle, depicting other stars of the LPGA tour.
  - c. Targeting 11/1 installation
  - d. New dates to be included



e.



## 2. Indian Rocks Banner

- This is to be located on Indian Rocks Road at the normal banner site.
- Targeting 11/1 installation



c.

## 3. Directional A-Frames

- These are to be located on road ways near Pelican Golf Club and parking locations.
- Text will cycle, depending on the message needed.
- Targeting 11/15 installation



d.

## 4. Variable Message Board Signs

- LED Message Board signs will be placed on roadways naming parking locations and traffic notifications as needed.
- TBD locations, estimated 1-2 message boards
- Town of Belleair to coordinate placement of these signs



### **Exhibit L – Building Permits**

The following documents have been submitted to the Town of Bellaeair and are awaiting review and approval. Once approved by Largo FD, the Town of Belleair will review for building and electrical permits. Will be used mostly to permit temporary fencing around the clubhouse parking lot.



**BELLEAIR BUILDING DEPARTMENT**  
901 PONCE DE LEON BLVD.  
BELLEAIR, FL 33756  
(727) 588-3775  
[WWW.TOWNOFBELLAIR.COM/BUILDING](http://WWW.TOWNOFBELLAIR.COM/BUILDING)

## ELECTRICAL INSTALLATION FORM

**THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED BEFORE THE PERMIT BECOMES VALID**

Permit #: \_\_\_\_\_ Homeowner: \_\_\_\_\_

License Holder (Individual Name): \_\_\_\_\_

Company Name: \_\_\_\_\_

Contractor's Mailing Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Contractor's Phone #: \_\_\_\_\_

FL State License #: \_\_\_\_\_ PCCLB #: \_\_\_\_\_

Jobsite Address: \_\_\_\_\_

☐ Residential ☐ Commercial

### INDICATE THE TOTAL NUMBER OF EACH TYPE OF FIXTURE PROPOSED FOR ELECTRICAL CONSTRUCTION OR INSTALLATION

Temp. Pole: \_\_\_\_\_ Outlets: \_\_\_\_\_ Kitchen Fans: \_\_\_\_\_ Bath Fans: \_\_\_\_\_ Bath Heater: \_\_\_\_\_

Water Heater: \_\_\_\_\_ Range: \_\_\_\_\_ Dryer: \_\_\_\_\_ Disposal: \_\_\_\_\_ Dish Washer: \_\_\_\_\_

Air Conditioner (Ton): \_\_\_\_\_ Heat (Kw): \_\_\_\_\_ Pedestal Or Pole: \_\_\_\_\_ Swimming Pool: \_\_\_\_\_

# Meters: \_\_\_\_\_ # Wires: \_\_\_\_\_ Service (Amps): \_\_\_\_\_ Temp Trailer: \_\_\_\_\_ Generator: \_\_\_\_\_

Other: \_\_\_\_\_

### WORK TO BE PERFORMED

#### MINIMUM REQUIRED INSPECTIONS:

1<sup>st</sup> rough (under slab) / 2<sup>nd</sup> rough (and/or prior to covering any work) / Final

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**BELLEAIR BUILDING DEPARTMENT**

901 PONCE DE LEON BLVD.

BELLEAIR, FL 33756

(727) 588-3775

[WWW.TOWNOFBELLEAIR.COM/BUILDING](http://WWW.TOWNOFBELLEAIR.COM/BUILDING)**PERMIT APPLICATION**

Permit #: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Property Owner: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Construction Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parcel No.: \_\_\_\_\_ Company Name: \_\_\_\_\_

**Individual License Holder:** \_\_\_\_\_

Contractor's Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contractor's Phone #: \_\_\_\_\_ Email: \_\_\_\_\_ P.C.C.L.B #: \_\_\_\_\_

Description of Work: \_\_\_\_\_

**Type of work:**

|                    |            |                      |                  |                      |             |
|--------------------|------------|----------------------|------------------|----------------------|-------------|
| S/F                | M/F        | Comm.                | New              | Remodel              | Addition    |
| Demo               | Electrical | Mechanical           | Plumb/Gas        | Roof                 | Window/Door |
| Opening Protection | Patio/Deck | Fascia/Soffit/Siding | Gutter/Downspout | Sidewalk/Driveway    |             |
| Pool/Spa           | Sign       | Tree                 | Pool Enclosure   | Site Preparation     |             |
| Fence/Fence Wall   | Well       | Dock/Seawall         | Irrigation       | Fire Sprinklet/Alarm |             |
| Dumpster/Trailer   | Generator  | Accessory Structure  | Other: _____     |                      |             |

Flood Zone: \_\_\_\_\_ Non-Flood Zone: \_\_\_\_\_ Utility Line Locate #: \_\_\_\_\_

**WARNING TO OWNER:** Your failure to record a notice of commencement may result in your paying twice for improvements to your property. A notice of commencement must be recorded and posted on the job site before the first inspection. If you intend to obtain financing, consult with your lender or an attorney before commencing work or recording your notice of commencement.

Valuation of Proposed Improvements: \_\_\_\_\_

Total Job Cost \$: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**----- Town of Belleair Use Only -----**

|  |    |       |
|--|----|-------|
| ADMINISTRATION FEE (\$25.00) *   | \$ | _____ |
| (\$25.00 if project value is less than \$1000 & 2.0% of Total Project Value) |    |       |
| ADMINISTRATION FEE: (\$50.00)*   | \$ | _____ |
| ADMINISTRATION FEE: (\$250.00)* FEMA ZONE                                    | \$ | _____ |
| VALUATION FEE (2% of <b>Total</b> Project Value)                             | \$ | _____ |
| MISCELLANEOUS FEES: (Recording fee, Dumpster Fee)                            | \$ | _____ |
| FL SURCHARGE FEE:  | \$ | _____ |
| PINELLAS COUNTY TRANSPORTATION IMPACT FEE:                                   | \$ | _____ |
| <b>AFTER THE FACT PERMIT:</b> (Doubles the total permit cost)                | \$ | _____ |
| TOTAL PERMIT FEE:  | \$ | _____ |

\*(Non-Refundable Admin Fee)

**BUILDING OFFICIAL'S APPROVAL:** \_\_\_\_\_ **Date:** \_\_\_\_\_**TOWN ARBORIST'S APPROVAL:** \_\_\_\_\_ **Date:** \_\_\_\_\_





### **Exhibit M – Fire Permits**

The following documents have been submitted to the Largo FD and are awaiting review and approval.

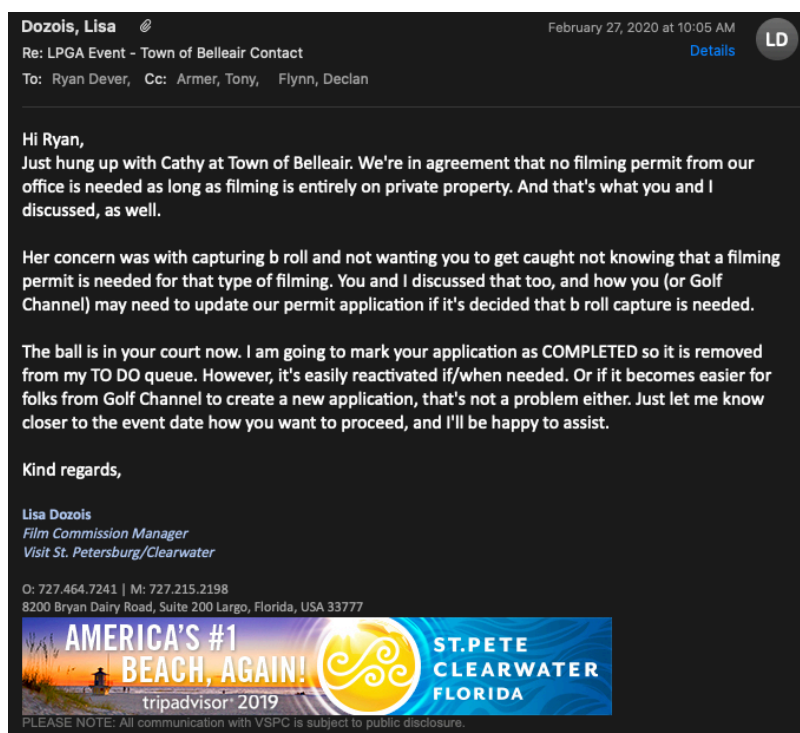


## Exhibit N – St. Pete Clearwater Film Commision

St. Pete Clearwater Film Commision has declared that a film permit will not be required at this point due to filming being done on private property.

Eiger Marketing and/ or Golf Channel will file for a permit with the Film Commision if offsite filming is to take place; however, no offsite filming is scheduled at this time.

Eiger Marketing Group, the Town of Belleair, and the St. Pete Clearwater Film Commision have been in communication about this possible permit and are on the same page moving forward. Please see below email confirming that no permit is needed at this point in time, until public property filming is confirmed.





### **Exhibit O – Certificate of Liability Insurance**

Finalizing with insurance co., to be submitted asap.