



WORLD OLIVET ASSEMBLY

Event Management Plan General Assembly

Held Annually
Late October

Contact:
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115 Dover Furnace Road,
Dover Plains, NY 12522
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1.0 Event Details

1.1 Event Place & Time

Name of Event: Annual General Assembly

At the present time, no other events which might possibly result in a gathering in excess of 500 people are planned or anticipated.

However, if in the future, other occasional events of a similar scale are scheduled, such events will follow the same procedures contained in this event management plan and will be in compliance with Town of Dover Code. If any such future events require modifications to this event management plan, those changes shall be provided to the Town of Dover Code Enforcement Officer for approval prior to the event.

Address of Event: World Olivet Assembly (the “Center”)
115 Dover Furnace Road, Dover, NY

Details of Venue:

The leadership of World Olivet, known as the General Assembly (the “Assembly”), gather from around the world for annual three-day conference held in late October.

Estimated Number of People expected to attend: 500

Details of how your event will run, including details of all activities:

The Assembly is an invite only event, with approximately one third (150+/-) of the attendees living within a 20-mile radius of the Center. The remainder of attendees arrive via the Harlem Valley/Wingdale Railroad Station and NYC area airports by way of World Olivet Assembly (WOA) shuttle or rental car.

Upon arrival, each participant is registered at the Main Office (Building 1), provided a name tag and a schedule of religious services, conference sessions and meals. The Assembly starts 8 am Sunday morning with a religious service followed by conference sessions almost continuously throughout the next three days.

Participants are provided overnight accommodations on site, locally at nearby homes, or hotels in Danbury, CT. Participants would be transported to and from their overnight accommodations by shuttle van, carpool or rental car.

The Assembly will end at 9 pm Tuesday evening, with attendees leaving Tuesday night or throughout the day on Wednesday. Attendees will generally use the same means of transportation for their departure as they did for arrival.

Date and Times of Event:

Attendees Arrival: Friday-Saturday
Event Schedule: Sunday: 8 am to 9pm
Monday: 8 am to 9pm
Tuesday: 8 am to 9pm
Attendees Departure: Wednesday

Event Manager: John Vivian
Phone (Cell): (404) 702-9481
Email: johnv@worldolivet.org

2.0 Insurance

Name of Insurer: Lloyd's of London

Address: Snellings Walters Insurance Agency
1117 Perimeter Center West
Suite W101
Atlanta, GA 30388

Policy Number: #W1D19F160101

Attachment 1 - Sample Certificate of Insurance

3.0 Event Venue

3.1 Potential Hazards

There are no unusual hazards expected during the three-day event. Attendees have a full schedule each day and there is a little or no time for recreation or non-event related activities.

While attendees are encouraged to not bring families, inevitably some will. Based on previous assemblies, up to 40 children could be at the Center during the three-day event.

Any children attending the event will utilize the onsite day care center located in Birch Lodge. The day care center will be properly licensed by New York State and all operations will be conducted in compliance with federal, State and local laws.

3.2 Site Plan

Refer to Attachment 2.

3.3 Contingency Plan

In an effort to maintain a safe environment throughout the year, WOA has met with JH Ketcham Hose Co, who have been provided a map of the campus. They are familiar with the location and name and/or number of each building, which will assist in responding to 911 calls in the unlikely event they are needed.

In the unlikely case of an accident, the Event Manger would be notified and 911 called, if the accident warranted. The Event Manager will maintain a list of emergency numbers, which will be used as needed

4.0 Traffic and Parking

4.1 Traffic and Parking Plan

Approximately one third (150+/-) of the attendees will come from within a 20-mile radius of the Center. Local attendees would be encouraged to carpool to the Center.

The majority of the attendees (250+/-) will arrive via the Harlem Valley/Wingdale Railroad Station and NYC area airports by way WOA shuttle van or rental car. Shuttle vans would start during the day Friday with all participants arriving by Saturday evening.

While attendees are encouraged to use public transportation, WOA shuttle vans or carpool, based on previous assemblies, some will likely rent vehicles. Approximately 100 attendees could arrive by way of rental car.

Between vehicles used for carpooling and people traveling via rental car, it is expected that approximately 175 automobiles will travel to and from the site during each day between Saturday and Wednesday

A nominal increase in traffic would occur prior to 8 am and after 9 pm on Sunday, Monday & Tuesday as attendees travel back and from overnight accommodations. This number of trips is not expected to have any impact on the local road network or require the need for event related traffic management. On arrival and departure days, trips would be spread out throughout the day and evening as attendees travel schedules will vary.

Primary parking areas will be the lot adjacent to the Main Building (Building 1), which can accommodate 75 vehicles and the parking areas adjacent to Hayden Hall (Building 18) and the Elmwood Hotel (Building 19), which can accommodate 100 and 75 vehicles, respectively. Shuttle vans, when not in use, will park in the Main Building parking lot.

4.2 Road Closures

No road closures or traffic detours are needed.

5.0 Incident Management Plan

5.1 Incident Control Center

The WOA Main Building (Building 1) located on Dover Furnace Road would serve as Incident Control Center. Refer to Site Plan.

Communication conducted on the day of the event between the Event Manager and WOA staff would be via cell phone and/or walkie talkie.

Approximately 30 staff will be on duty during each of the three days. Along with a larger than normal kitchen and maintenance staff, there are expected to be 6-8 shuttle drivers and another 6-8 Event Coordinators, who will be assisting attendees with shuttle service, registration, overnight accommodations, directions, and any other needs throughout the three-day event.

Communication will be conducted with invited attendees via email and website postings prior to the event and in person on each day of the event.

5.2 Incident Management Contact Details

Any medical or other incident will be reported to Event Manager:

Event Manager: John Vivian
 Phone (Cell): (404) 702-9481
 Email: johnv@worldolivet.org

In case of emergency, 911 will be called immediately.

5.3 Fire Fighting Equipment

In the event of fire, the JH Ketcham Hose Co will be contacted at 911.

5.4 Lost Property

Lost property will be sent to the Main Building (Building 1).

6.0 Public Health

6.1 Outside Vendors

There will no outside vendors selling food. However, catered food will be brought in for two dinners.

6.2. Alcohol

There will be no alcohol served at this event. Alcohol is prohibited at all times.

6.3. Restrooms

Restrooms will be available in the following buildings:

Building	Restrooms
Building 1 – Main Office/Chapel	8
Building 2	6
Building 3	10
Building 4	6
Building 14 - Elmwood Hotel	8, 3 accessible
Building 18 - Hayden Hall	2, both accessible
Building 19 – President’s Office	2
Total	42

Facilities staff will be responsible for the cleaning of restrooms, which will be coordinated by the Event Manager.

6.4 Water

The source of the water will be well water. Extra water will be supplied to patrons on very hot days if needed.

6.4 Waste Management

Garbage will be checked throughout each of the three days by the facilities staff and will be removed when full.

6.5 Noise

There will be no excessive noise related to event. No outdoor public address (PA) system is proposed.

7.0 Public Safety

7.1 Security

Attendance at the Assembly is by invite only. All attendees will register at the front desk upon arrival. A list of guests will be maintained for each annual event.

Furthermore, WOA will provide the NYS State Police and Dutchess County Sheriff with an event schedule one week prior to the event.

7.2 Temporary Structures

No temporary structures (e.g., tents) will be required. All conference sessions will take place within the existing buildings.

7.3 Gas Cylinders

There will not be anyone using portable gas cylinders.

7.4 Fireworks and Pyrotechnics

There will not be any fireworks and pyrotechnics at the event.

8.0 Event Promotion

8.1 Ticketing

There are no tickets for the event. Attendance is by invite only.

8.2 Wayfinding

The following signage will be permanently installed at the Center prior to the first Assembly.

- Parking
- Directional
- Main Office

8.3 Promotion

There is no public promotion of this event. This event is held exclusively for invited members of WOA.

9.0 Useful Contact Numbers

Dutchess County Sheriff

- Emergency Number: 911
- Main Number (845) 486-3800

New York State Police – Troop K – Zone 2

- Emergency Number: 911
- Main Number: (845) 877-3669

Fire-Rescue-EMS JH Ketcham Hose Co.

- Emergency Number 911
- Main Number (845) 877-6891

New Milford Hospital

- Emergency Number 911
- Main Number (860) 210-5500

Town of Dover Supervisor

(845) 832-6130

Town of Dover Code Enforcement

(845) 832-6111

Attachment 1 - Sample Insurance Certificate



ACLACK

EVIDENCE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)
9/12/2017

THIS EVIDENCE OF PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE ADDITIONAL INTEREST.

AGENCY Snellings Walters Insurance Agency 1117 Perimeter Center West Suite W101 Atlanta, GA 30338 PHONE (A/C, No, Ext): (770) 396-9600 FAX (A/C, No): (770) 399-9880 E-MAIL ADDRESS: CODE: AGENCY CUSTOMER ID #: OLIVASS-01	COMPANY Lloyd's of London Companies LOAN NUMBER POLICY NUMBER W1D19F160101 EFFECTIVE DATE EXPIRATION DATE 11/20/2016 11/20/2017 <input type="checkbox"/> CONTINUED UNTIL TERMINATED IF CHECKED THIS REPLACES PRIOR EVIDENCE DATED:
INSURED World Olivet Assembly 115 Dover Furnace Rd Dover Plains, NY 12522	

PROPERTY INFORMATION

LOCATION/DESCRIPTION
Loc # 0, Bldg # 0

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

COVERAGE INFORMATION	PERILS INSURED	BASIC	BROAD	X SPECIAL	AMOUNT OF INSURANCE	DEDUCTIBLE
Loc # 0, Bldg # 0						
Blanket, Special (Including theft)					\$8,470,000	2,500
Blanket, Equipment Breakdown					\$8,470,000	5,000
Business Personal Property, Special (Including theft)					\$200,000	2,500
Business Personal Property, Equipment Breakdown					\$200,000	5,000

REMARKS (Including Special Conditions)

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

ADDITIONAL INTEREST

NAME AND ADDRESS JP Morgan Chase Bank, NA Business Banking Loan Services IL-10054 PO Box 6026 Chicago, IL 60680	ADDITIONAL INSURED LENDER'S LOSS PAYABLE <input checked="" type="checkbox"/> LOSS PAYEE MORTGAGEE LOAN # AUTHORIZED REPRESENTATIVE
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Attachment 2 – Site Plan

To be provided upon completion of Phase 1 Site Plan Review/Special Use Permit

Draft - 12/11/18

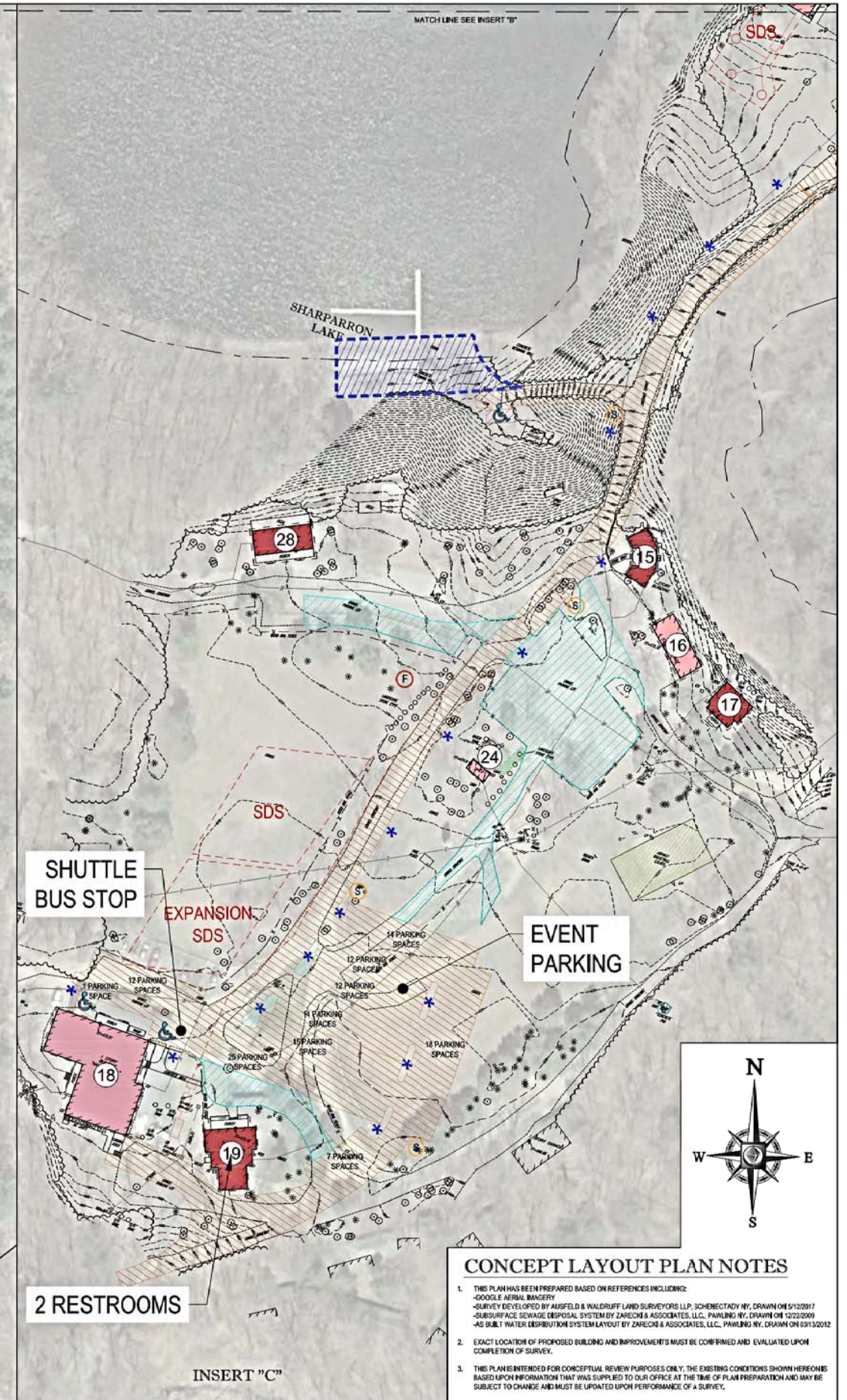
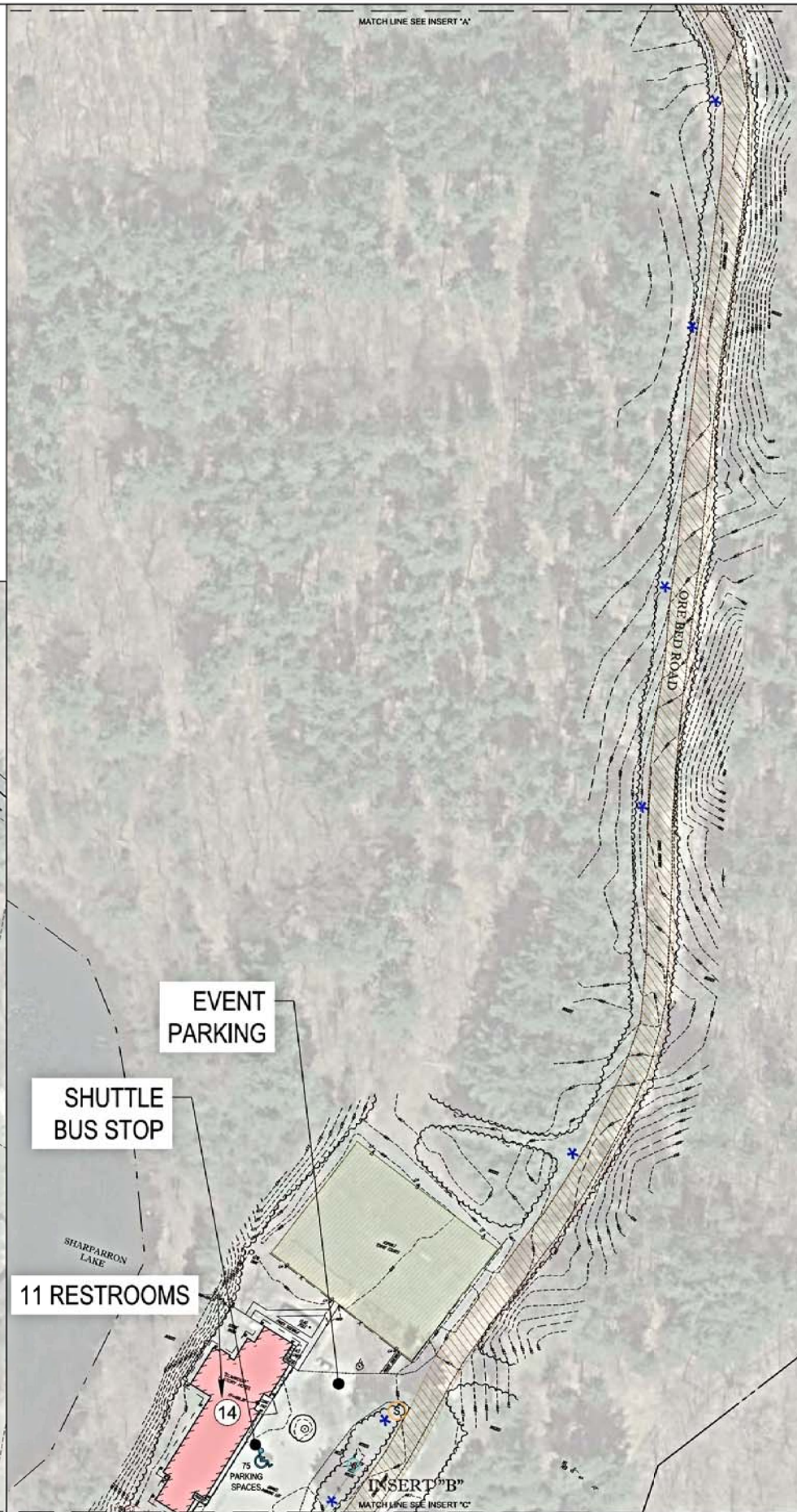
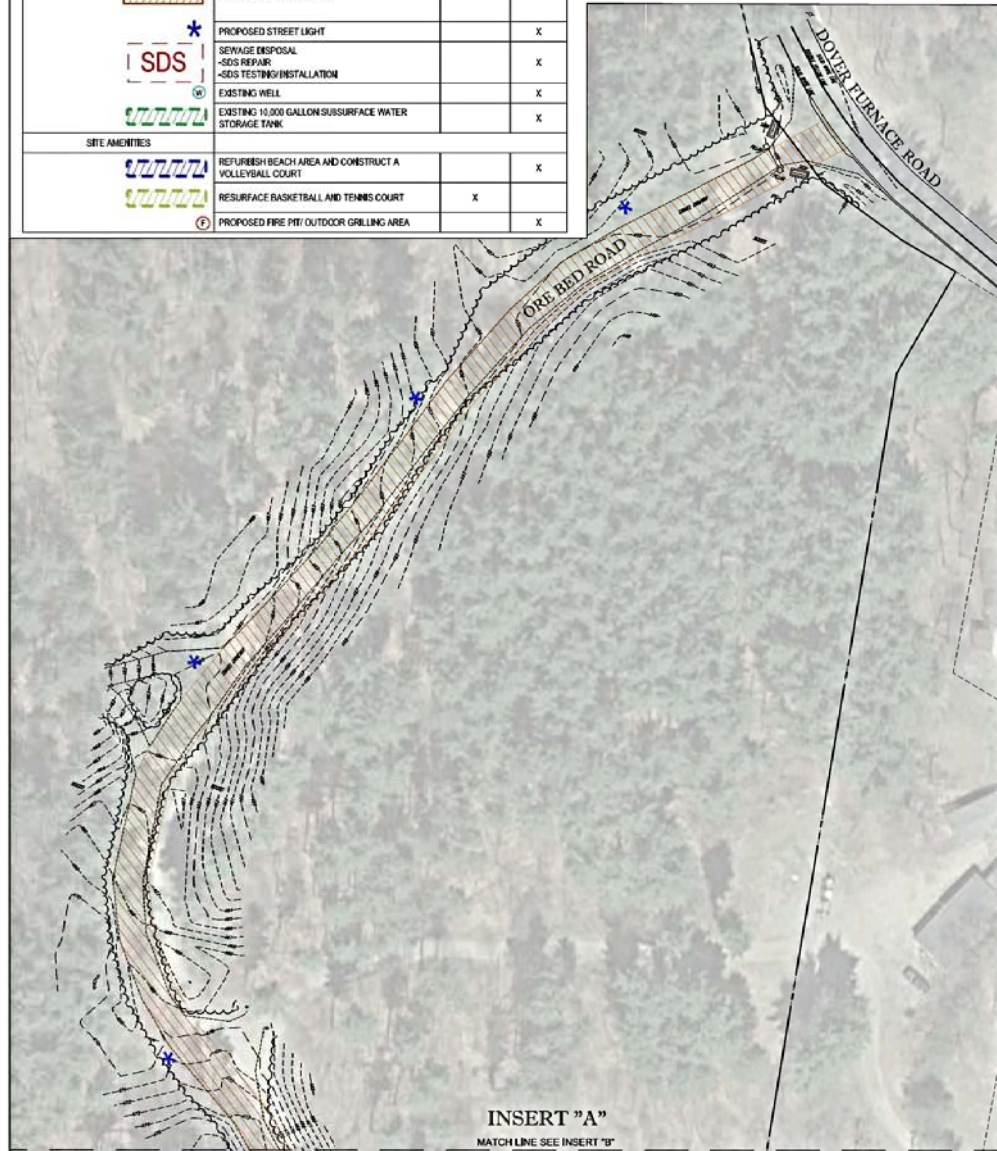
HAYDEN CENTER									
DESCRIPTION							PARKING		
BUILDING	FOOTPRINT	TOTAL SQUARE FOOTAGE	BUILDING HEIGHT	EXISTING USE/NAME	PROPOSED USE	REQUIRED	PROVIDED	PARKING NEEDS TO BE EVALUATED FOR ANY ADA IMPROVEMENTS REQUIRED	
14	7,356 SF	7,336 SF	14' +/-	LODGING HALL-14 RESIDENTIAL UNITS	NO CHANGE THE LODGING HALL WILL BE KNOWN AS ELMWOOD HOTEL	36	75	YES	
15	450 SF	450 SF	12' +/-	OFFICE	NO CHANGE	2	20	NO	
16	1,188 SF	1,188 SF	12' +/-	EQUIPMENT GARAGE	NO CHANGE	2	4	NO	
17	874 SF	874 SF	12' +/-	COTTAGE	OFFICE	2	4	NO	
18	5,733 SF	5,733 SF	30' +/-	HAYDEN HALL-CONING HALL	NO CHANGE	42	100	YES	
19	1,963 SF	1,963 SF	12' +/-	COTTAGE	PRESIDENT'S OFFICE	2	5	YES	
24	171 SF	171 SF	18' +/-	WATER TREATMENT PLANT	NO CHANGE	0	2	NO	
28	1,166 SF	1,166 SF	12' +/-	COTTAGE	OFFICE	2	2	NO	

KEY	PHASE	DESCRIPTION
I	I	GENERALLY LIMITED TO MINOR BUILDING AND SITE IMPROVEMENTS
II	II	GENERALLY MORE SUBSTANTIAL BUILDING OR SITE IMPROVEMENTS OR NEW CONSTRUCTION

SITE PHASING CHART			
SITE IMPROVEMENTS	PROPOSED IMPROVEMENTS	PHASE I	PHASE II
	IMPROVE PEDESTRIAN PATHWAYS TO MEET ACCESSIBLE ROUTE REQUIREMENTS OF ADA		X
	PROPOSED ADA PARKING AND STRIPING		X
	ENTRANCE TO BE IMPROVED		X
	EXISTING IMPERVIOUS TO BE REMOVED	X	
WAYFINDING IMPROVEMENTS			
	ADD DIRECTIONAL ROAD SIGNS	X	
	ADD BUILDING IDENTIFICATION FOR EACH BUILDING	X	
SITE UTILITIES			
	RESURFACE AND REPAIR ROADWAY WITH ASPHALT		X
	PROPOSED STREET LIGHT		X
	SEWAGE DISPOSAL		X
	SDS REPAIR		X
	SDS TESTING/INSTALLATION		X
	EXISTING WELL		X
	EXISTING 10,000 GALLON SUBSURFACE WATER STORAGE TANK		X
SITE AMENITIES			
	REFURBISH BEACH AREA AND CONSTRUCT A VOLLEYBALL COURT		X
	RESURFACE BASKETBALL AND TENNIS COURT	X	
	PROPOSED FIRE PIT/ OUTDOOR GRILLING AREA		X

DENSITY CALCULATION	
DESCRIPTION	ACRES
SITE AREA WITHIN R.U. ZONE	240 **
WETLANDS/FLOOD PLAINS	79 +/-
> 30% SLOPES	50 +/-
15-30% SLOPES (30% OF 25 ACRES)	13 +/-
NET ACREAGE	187
ALLOWABLE DENSITY MULTIPLIER	.09
NET ACREAGE	96
ALLOWED UNITS	96
PROPOSED UNITS (INCLUDES 14 UNIT HOTEL)	69

** ALL AREAS ARE APPROXIMATE BASED ON ONLINE MAPPING
 ** TOTAL SITE IS 263 ACRES, HOWEVER, APPROXIMATELY 43 ARE LOCATED WITHIN THE R.U. ZONE WHERE NO DEVELOPMENT IS PROPOSED.



CONCEPT LAYOUT PLAN NOTES

- THIS PLAN HAS BEEN PREPARED BASED ON REFERENCES INCLUDING:
 - GOOGLE AERIAL IMAGERY
 - SURVEY DEVELOPED BY AUSFELD & WALDRUFF LAND SURVEYORS L.P., SCHENECTADY NY, DRAWN ON 5/12/2017
 - SUBSURFACE SEWAGE DISPOSAL SYSTEM BY ZARECKI & ASSOCIATES, LLC., PAULINA NY, DRAWN ON 12/22/2009
 - AS BUILT WATER DISTRIBUTION SYSTEM LAYOUT BY ZARECKI & ASSOCIATES, LLC., PAULINA NY, DRAWN ON 6/31/2012
- EXACT LOCATION OF PROPOSED BUILDING AND IMPROVEMENTS MUST BE CONFIRMED AND EVALUATED UPON COMPLETION OF SURVEY.
- THIS PLAN IS INTENDED FOR CONCEPTUAL REVIEW PURPOSES ONLY. THE EXISTING CONDITIONS SHOWN HEREON IS BASED UPON INFORMATION THAT WAS SUPPLIED TO OUR OFFICE AT THE TIME OF PLAN PREPARATION AND MAY BE SUBJECT TO CHANGE AND MUST BE UPDATED UPON PERFORMANCE OF A SURVEY.

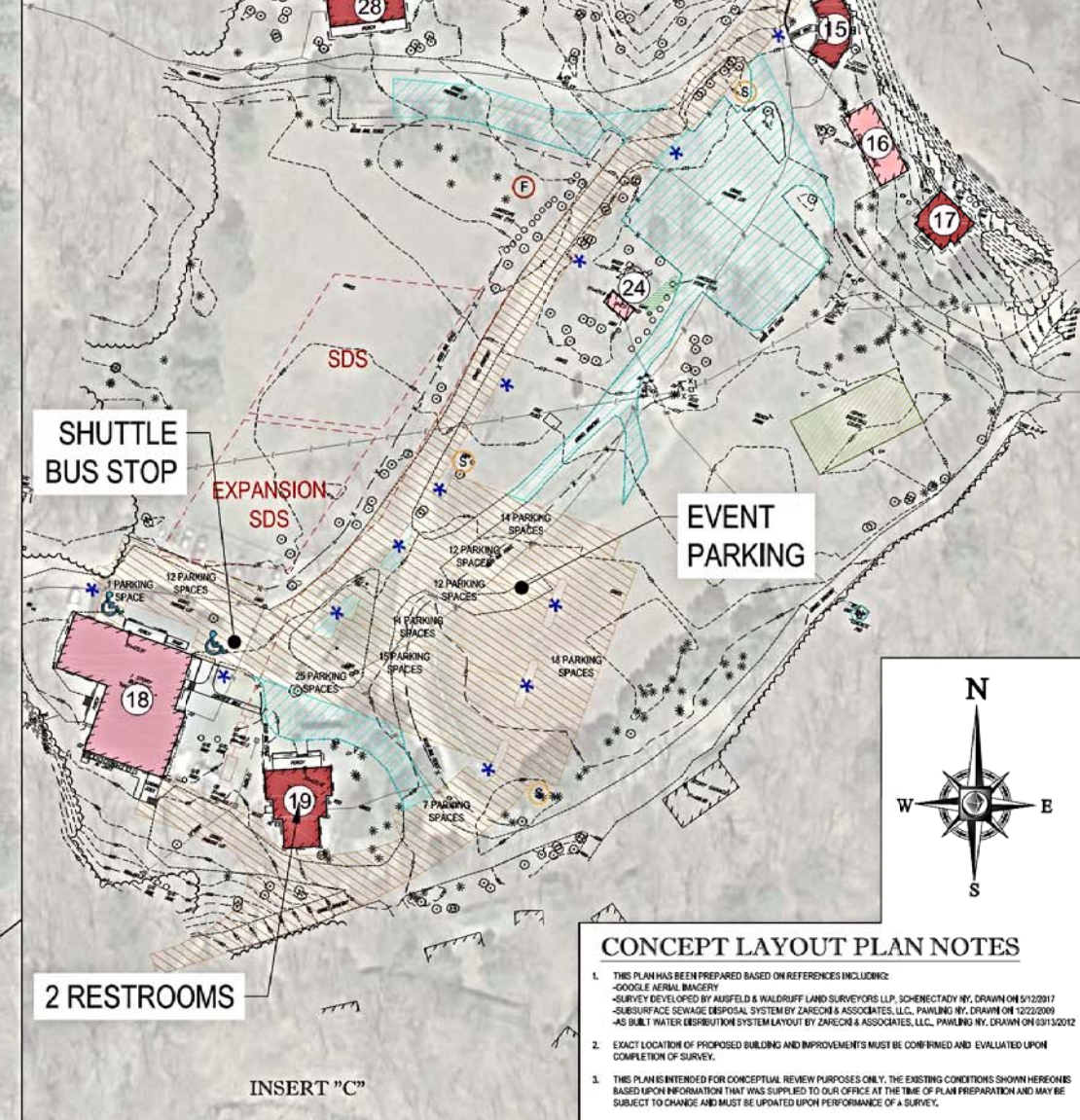
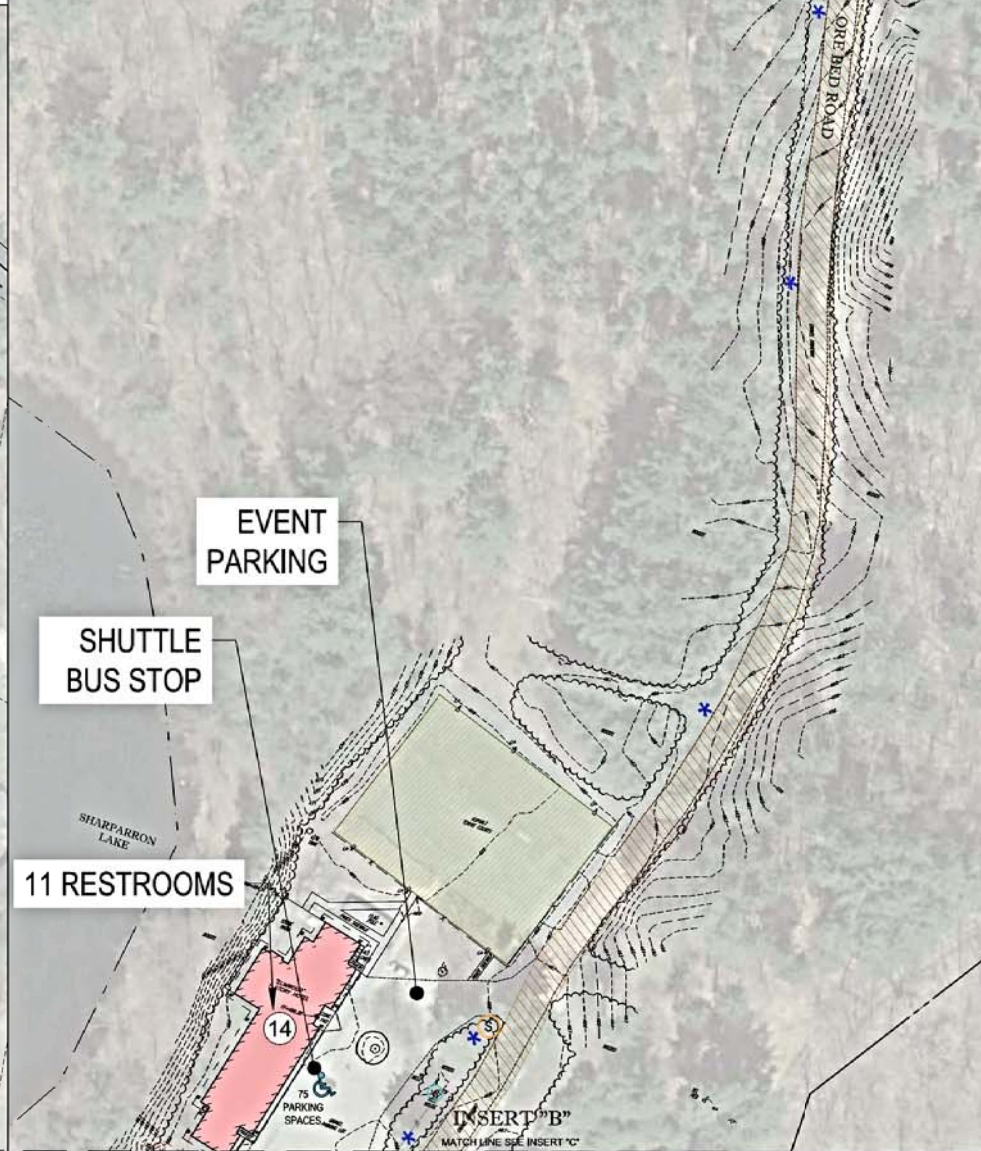
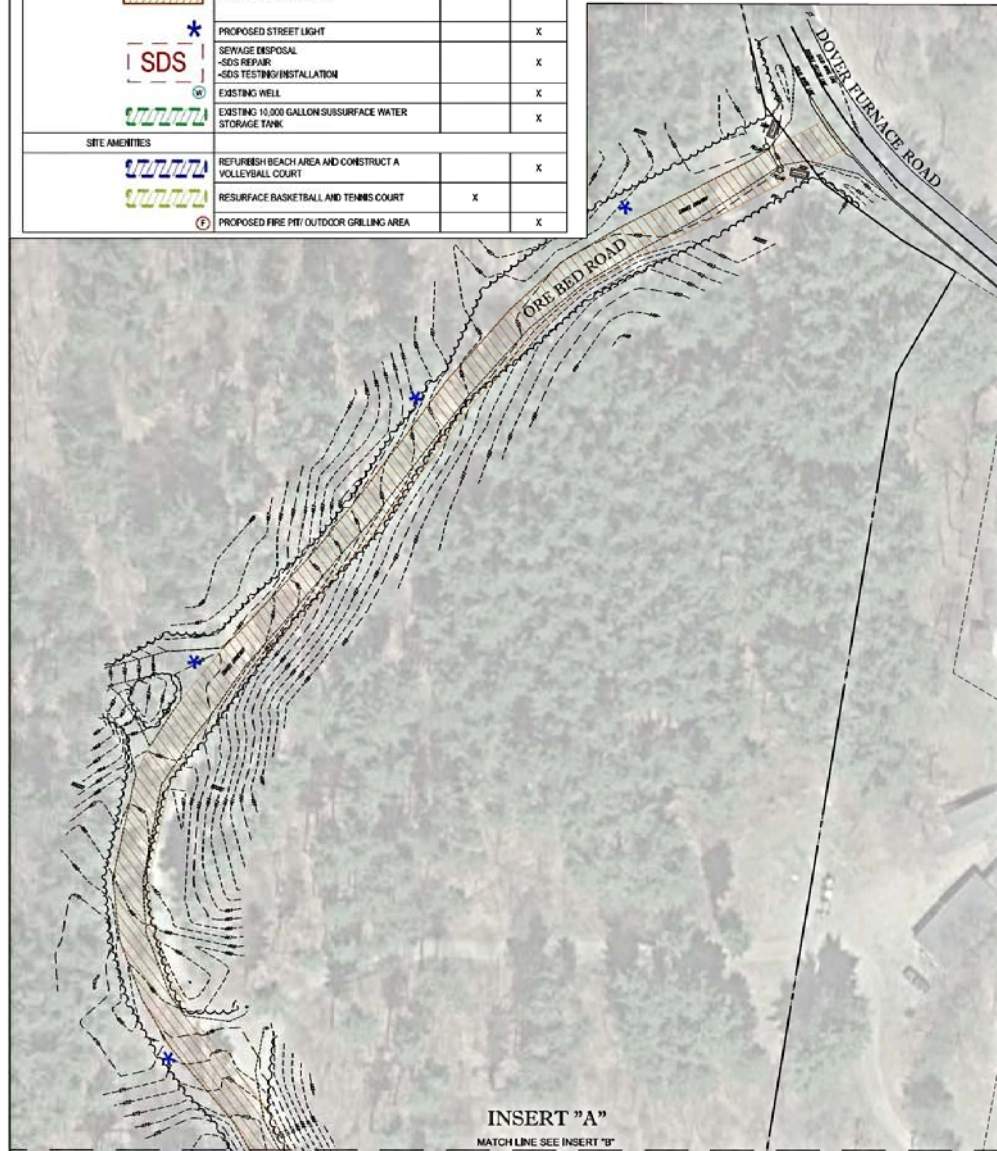
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