Evacuation Plan

This section of the Venue Disaster Plan addresses requirements for the Evacuation of a Stadium.

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1.0 INTRODUCTION

1.1 Background

This Emergency Evacuation Plan (EEP) has been designed to assist Public Safety in the creation of a system for protection of life and property in the event of a fire, explosion, bomb threats, chemical releases, stand collapse or other emergency (whether natural or man caused) requiring the movement of people from an area which is believed to be unsafe within the Stadium or from the Stadium in general to a safe area.

1.2 Purpose of the Plan

The purpose of this Emergency Evacuation Plan is to prepare and organize the Emergency Evacuation Team in conducting a time sensitive, safe, secure, orderly and efficient evacuation of the Stadium.

Potential emergencies at Stadiums, such as fires, explosions, bomb threats, chemical releases, stand collapse etc. will require some or all of the staff, performers, teams, officials etc. and spectators to evacuate the Stadium or parts of it. The Emergency Evacuation Plan provides guidance for the management, staff and spectators and will minimize threats to life and property.

This plan applies to all potential emergencies at the Stadium that may require evacuation of staff, performers, teams, officials etc. and spectators to a place of safety.

1.3 Scope

This Emergency Evacuation Plan shall cover those designated actions that Stadium Management, staff, teams, officials etc. and spectators must take in order to ensure a safe and secure evacuation in the event of an emergency. This extent of the coverage includes the structures within the Stadium, the perimeter around the Stadium and the parking areas, whether standard or VIP.

The maximum Emergency Evacuation Time for sports ground varies between two and a half minutes and eight minutes. This is the time calculated for spectators leaving the viewing accommodation using the escape route until they arrive to a place of safety which will be safe from the effects of the hazard. However, it is more important to minimize the need for evacuation rather than relying on a quick evacuation drill.

This Emergency Evacuation Plan is an Annex to the Sacramento State University Multi-Hazard Plans, and must be executed in accordance with them.

The plan is multi hazard in scope and covers both natural and man caused hazards. It will also cover the emergency evacuations of disabled spectators and the structural enhancements to accommodate their movements.
1.4 Mission Statement

To implement an orderly, safe and organized evacuation of the Stadium within the allocated time.

2.0 AUTHORITY

This Emergency Evacuation Plan is developed under the authority of the Laws of the State of California and will be executed under the authority of the Director of Public Safety in consultation with the Administration of Sacramento State University.

3.0 CRITICAL ASSUMPTIONS

The critical assumptions are:

- There is adequate signage throughout the Stadium identifying Exit etc.
- Good Telecommunication system within the Stadium.
- Public Address system that can be heard throughout the Stadium.
- Sufficient Staff trained and located in the Stadium.
- Evacuation routes are left clear of any obstruction.
- There are considerations for spectators with disabilities.
- Stadium staff is well exercised in the evacuation drills for the Stadium.

4.0 INSTITUTIONAL FRAMEWORK

The following personnel are considered part of the Emergency Evacuation Team and will assist with the evacuation of Hornet Stadium:

1. University Police working inside the stadium.
2. Allied Law Enforcement inside the stadium.
3. Private security/ushers inside the stadium.
4. UFL employees if present.
5. Athletics staff if present.
6. Student ushers if present.
5.0 CONCEPT OF OPERATIONS

- In the event of an incident requiring the immediate evacuation of Hornet Stadium during an Athletic Event, the Senior Police Official in the Stadium will assume the role of Stadium Incident Commander.
- The Stadium Incident Commander will evaluate what the threat is, where it is and determine the direction of evacuation based on observations and information from reliable sources. Based on the immediacy of the hazard the Stadium Incident Commander will decide if there is time to consult with University or Event Management before taking action.
- The Stadium Incident Commander will direct Police and Security staff inside the stadium to open all or designated gates for a stadium evacuation.
- Upon awareness of an emergency in or near the stadium Police Dispatch will notify the Police Patrol Supervisor and The Sacramento Police/Fire and EMS of the emergency.
- The Police Patrol Supervisor will establish an Incident Command Post away from the stadium and begin to coordinate the deployment of responding emergency personnel and equipment. The Police Patrol Supervisor will coordinate traffic control with the Sacramento Police and The California Highway Patrol.
- The Stadium Incident Commander will instruct the Public Announcer to broadcast over the stadium PA system clear and simple evacuation instructions (see section 9.0 for scripts). All stadium video boards will be activated to display evacuation instructions.
- All available members of the Emergency Evacuation Team will begin to direct spectators to the nearest safe exit and make every effort to assist the disabled during the evacuation.
- Once the Stadium is completely evacuated the Emergency Evacuation Team will continue to direct spectators to a safe distance/location while themselves moving in that direction where they can assemble for additional instructions. The Stadium gates may be secured by Police/Staff to prevent reentry if safety dictates.
- The safe distance or location will be determined by the Stadium Incident Commander as the emergency incident develops.
- The senior Police/Fire Supervisor who responds to the Incident Command Post will assume the role of Incident Commander. Police Dispatch will notify the Chief of Police or Admin Lieutenant of the incident.

6.0 EMERGENCY OPERATIONS

Using an all-Hazard response to mitigate the effects of any emergency will involve the use of ICS & SEMS and the coordinated efforts of several agencies. This document does not give detailed response information for every possible Hazard. It is meant to be used in conjunction with The Universities Multi-Hazard Plan, Sacramento City/County emergency Plans and emergency response best practices.
7.0 ADMINISTRATION & LOGISTICS
The Administration of Sacramento State University has overall responsibility for recovery and continuity of operations and can activate the University Emergency Operations Center to facilitate Logistics and Recovery.

8.0 PLAN DEVELOPMENT & MAINTENANCE
This plan will be approved by the Director of Public Safety and updated and maintained by the Emergency Operations Center Coordinator.

9.0 PA SCRIPTS, ELECTRONIC BILLBOARD INSTRUCTIONS:

Billboard instruction fans are directed to read before the game:

Emergency Evacuation
“In the event of an emergency situation where the stadium would need to be evacuated, instructions will be announced via the public address system and stadium staff will assist you in exiting the venue safely. If such circumstances arise, please remain calm, use common sense and follow instructions as they are announced.”

PUBLIC ADDRESS ANNOUNCEMENT INFORMATION:
The Stadium Staff operates a public address system which broadcasts throughout the venue. This will be used to convey announcements. If other exterior areas need to be notified or if the PA System fails, bullhorns will be used. The Incident Commander will give the command to make the re-entry/no re-entry announcement. If re-entry is to be allowed, no announcement will be made to that effect until it is confirmed that all employees are back in position and the gates ready to be opened.

1) POWER FAILURE
MAY I HAVE YOUR ATTENTION PLEASE? MAY I HAVE YOUR ATTENTION PLEASE? WE ARE EXPERIENCING A TEMPORARY POWER OUTAGE. PLEASE REMAIN IN YOUR SEATS AS WE HOPE TO RESOLVE IT AS SOON AS POSSIBLE AND CONTINUE THE EVENT. PLEASE REMAIN IN YOUR SEAT. WE APOLOGIZE FOR THIS INCONVENIENCE.
(Repeat three times)
All ushers will keep people in their seats and out of the aisles. Patrons at field level or at the gates will be requested for safety reasons to remain there until full lighting resumes.
2) TO ALERT PATRONS THAT EMERGENCY/PROBLEMS EXIST AND TO REMAIN SEATED
MAY I HAVE YOUR ATTENTION PLEASE? MAY I HAVE YOUR ATTENTION PLEASE? HORNET STADIUM IS EXPERIENCING SOME TEMPORARY DIFFICULTIES. WE ARE ATTEMPTING TO RESOLVE THEM. PLEASE REMAIN IN YOUR SEATS. WE WILL UPDATE YOU ON THE SITUATION AS SOON AS POSSIBLE.
(Repeat announcement as necessary)

3) TO ALERT GAME DAY STAFF THAT PRE-EVACUATION ALERT HAS BEEN DECLARED
LADIES AND GENTLEMEN, THANK YOU FOR VISITING HORNET STADIUM TODAY. IN LOOKING AT THE CROWD, I SEE THAT HORNET STADIUM HAS BECOME A SEA OF GREEN AND GOLD (BLACK AND GOLD).
(This is code for game day staff to set pre-evacuation plan in motion.)
(Repeat announcement as necessary)

A) FOR TOTAL EVACUATION WITH NO RE-ENTRY/EVENT TERMINATED
MAY I HAVE YOUR ATTENTION PLEASE? MAY I HAVE YOUR ATTENTION PLEASE? DUE TO DIFFICULTIES WITHIN THE FACILITY, WE REGRET THAT THE STADIUM MUST BE CLEARED. THE EVENT HAS BEEN CANCELED. FOR YOUR SAFETY, PLEASE PROCEED TO THE NEAREST EXIT IN AN ORDERLY FASHION AND LEAVE THE AREA. YOUR TICKET STUB IS YOUR RECEIPT. WE ARE SORRY FOR THE INCONVENIENCE AND THANK YOU FOR YOUR COOPERATION.
(Repeat the announcement 3 times)

B) FOR TOTAL EVACUATION WITH RE-ENTRY POSSIBLE/ANTICIPATED
MAY I HAVE YOUR ATTENTION PLEASE? MAY I HAVE YOUR ATTENTION PLEASE? DUE TO DIFFICULTIES IN THE FACILITY WE REGRET THAT THE STADIUM MUST BE TEMPORARILY CLEARED. FOR YOUR SAFETY, PLEASE PROCEED TO THE NEAREST EXIT IN AN ORDERLY MANNER AND LEAVE THE AREA. PLEASE REMAIN OUTSIDE THE FACILITY UNTIL FURTHER NOTICE. WE HOPE TO REOPEN THE FACILITY SOON AND CONTINUE THIS EVENT. WE ARE SORRY FOR THE INCONVENIENCE AND THANKFUL FOR YOUR COOPERATION.
(Repeat the announcement 3 times)

C) FOR PARTIAL EVACUATION
MAY I HAVE YOUR ATTENTION PLEASE? MAY I HAVE YOUR ATTENTION PLEASE? DUE TO DIFFICULTIES AT _____ LOCATION _____, WE WOULD LIKE ALL PATRONS TO LEAVE THIS AREA IN AN ORDERLY MANNER. I REPEAT ALL PATRONS AT _____ LOCATION _____ MUST LEAVE THIS AREA. PLEASE PROCEED TO _____ LOCATION _____ AND FOLLOW THE INSTRUCTIONS OF THE STADIUM STAFF. WE WILL RETURN YOU TO YOUR SEATS AS SOON AS POSSIBLE. WE ARE SORRY FOR THIS INCONVENIENCE AND THANK YOU FOR YOUR COOPERATION.
(Repeat the announcement 3 times)
4) RE-ENTRY ANNOUNCEMENTS
If patrons are evacuated from the facility and are waiting outside for re-entry and resumption of the event, an announcement must be made as soon as possible informing them that either:
1. The event has been terminated and re-entry will not be allowed.
2. The stadium will be re-opened shortly, patrons will be re-admitted to their assigned seats, and the event will be resumed.
3. The stadium will be re-opened shortly and the event resumed, but patrons will be allowed to return to specific seating areas only.

A) RE-ENTRY NOT POSSIBLE
MAY I HAVE YOUR ATTENTION PLEASE? MAY I HAVE YOUR ATTENTION PLEASE? WE REGRET TO INFORM YOU THAT THE EVENT MUST BE TERMINATED. THE STADIUM IS NOW CLOSED. WE ARE SORRY FOR THIS INCONVENIENCE AND THANK YOU FOR YOUR COOPERATION. PLEASE RETAIN YOUR TICKET STUBS AS A RECEIPT.
(Repeat announcement as necessary)

B) RE-ENTRY TO ORIGINAL SEATS
MAY I HAVE YOUR ATTENTION PLEASE? MAY I HAVE YOUR ATTENTION PLEASE? PLEASE SHOW YOUR TICKET STUBS AT THE GATE AND RETURN TO YOUR SEAT IN AN ORDERLY FASHION. THE EVENT WILL RESUME AFTER ALL PATRONS HAVE RE-ENTERED. WE ARE SORRY FOR YOUR INCONVENIENCE AND THANK YOU FOR YOUR COOPERATION.
(Repeat announcement as necessary)

C) RE-ENTRY BUT NOT TO ORIGINAL SEATS
MAY I HAVE YOUR ATTENTION PLEASE? MAY I HAVE YOUR ATTENTION PLEASE? THE STADIUM IS NOW READY FOR RE-ENTRY; HOWEVER, SOME SEATING AREAS HAVE BEEN CLOSED. PLEASE FOLLOW THE DIRECTIONS OF THE HORNET STADIUM STAFF TO THE AVAILABLE SEATS. WE ARE SORRY FOR THE INCONVENIENCE AND THANK YOU FOR YOUR COOPERATION.
(Repeat announcement as necessary)

5) MISSING CHILD/AT-RISK ADULT:
MAY I HAVE YOUR ATTENTION PLEASE? MAY I HAVE YOUR ATTENTION PLEASE? WE ARE LOOKING FOR A LOST CHILD/AT-RISK ADULT. HIS/HER NAME IS (FIRST NAME OF CHILD) AND HE/SHE IS DESCRIBED AS A (RACE, SEX, AGE, HEIGHT, WEIGHT, HAIR COLOR, CLOTHING DESCRIPTION, ANY APPROPRIATE ADDITIONAL IDENTIFYING INFO). IF YOU LOCATE (FIRST NAME OF CHILD), NOTIFY THE NEAREST STADIUM OFFICIAL AND THEY WILL ESCORT (FIRST NAME OF CHILD) TO FAN SERVICES, LOCATED AT THE NORTH EAST CORNER OF THE STADIUM TO REUNITE WITH (PARENT, GUARDIAN, FAMILY). THANK YOU FOR YOUR ASSISTANCE.
A) WHEN CHILD/AT-RISK ADULT IS LOCATED/REUNITED:

MAY I HAVE YOUR ATTENTION PLEASE? MAY I HAVE YOUR ATTENTION PLEASE? (FIRST NAME OF CHILD) HAS BEEN LOCATED, THANK YOU FOR YOUR ASSISTANCE.

This document was prepared by:
William B. Gnagy
Interim EOC Coordinator

Requested By:
Lt. Joseph Green

Completed: 09/13/2010

Update: 09-12-11 by Lt. Heaphy
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