



## California Exposition and State Fair Police Department

PHONE (916) 263- 3050 ★ 1600 Exposition Boulevard, Sacramento, CA 95815

### DEPARTMENTAL GENERAL ORDER

**ORDER № 2500.500**

Feb. 2019 (Revised)

New Date Unknown

### CRITICAL INCIDENT EVACUATION PLAN

#### 2500.501 PURPOSE

- A. The purpose of this order is to outline procedures for a partial or a full evacuation of the stadium at the California Exposition and State Fairgrounds in order to ensure the safety of visitors and staff.

#### 2500.502 POLICY

- A. Evacuation of any portion of the California Exposition State Fairgrounds shall be conducted in a manner that maximizes safety and security by predetermined routes. The Chief of Police or Officer-in-Charge have authority to modify the evacuation procedures as necessary to fit the circumstances of a particular incident.

#### 2500.503 GENERAL GUIDELINES

- A. In the case of a facility-wide evacuation, the Chief of Police or Officer-in-Charge will initiate the Incident Command System and mobilize departmental or outside resources as needed and available.
1. Departmental resources include all available personnel, vehicles and equipment.
  2. Outside resources include assisting agencies such as the California Highway Patrol, the Sacramento Police Department, and/or the Sacramento Sheriff's Department.
- B. The Incident Commander shall coordinate the evacuation of the state fairgrounds by utilizing the Command and General Staff of the Incident Command System.
1. Isolate and contain initial area with first responding officers.
  2. Close all Ingress gates into the fair grounds.
  3. Position predetermined evacuation teams to Post Assignments.
  4. Determine which evacuation sector will be moved first.
  5. Coordinate the Evacuation order via the fairground public address system, and radio, for officers, security, staff, and employees.

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C. **Sectors & Post Assignments.** Teams will be assigned Sectors and Post Assignments. Officers will direct visitors to the exit/s for that sector.

1. **Sectors:**

- a. RED (Exposition Buildings & Carnival area)
- b. GREEN (Raging Waters, The Cove, Palm Avenue)
- c. YELLOW (The Pavilion, Children's Carnival, Rodeo arena)
- d. BLUE (Food Alley, A/B/C/D Buildings, The Farm, The Cavalcade)
- e. ORANGE (Pavilion exhibitors)
- f. PURPLE (Grandstand, Backstretch)

2. **Posts:** Interior Foot Patrol Officers

- a. All pedestrian gates/exits. (Main Gate, West Gate, Gate № 27, Rodeo Gate, East Gate)
- b. Post № 1 (RED sector)
- c. Post № 2 (GREEN sector)
- d. Post № 3 (YELLOW sector)
- e. Post № 4 (BLUE sector)
- f. Post № 5 (ORANGE sector)
- g. Post № 6 (PURPLE sector)

3. **Posts:** Exterior Mobile Patrol

- a. All vehicular gates/exits.
- b. Post A (Lot-A)
- c. Post B (Lot-B)
- d. Post C (Lot-C)
- e. Post D (Lot-D)
- f. Post E (Lot-E)
- g. Post F (Gate 10 & 10A)
- h. Post G (Gate 12)
- i. Post H (Gate 13)
- j. Post I (Gate 25)
- a. Traffic Control, Direction of leaving vehicles
- b. Parking Lot-A through Tunnel Gate onto Tribute Road. Vehicular traffic will be diverted North Bound to HWY 160. Vehicular traffic will be closed at Tribute Road to East Bound onto Exposition Boulevard, except emergency vehicles.
- c. Parking Lot-B will be directed out of the Exposition Boulevard. exit then West Bound to Hwy-80.
- d. Parking Lot-C will be directed out of the West Exit onto West Bound Exposition Blvd, towards I-80.
- e. Parking Lot-D will be directed out of the Lot-D exit, East Bound onto Exposition Blvd.
- f. Parking Lot-E will be directed out though Gate-9 and Gate-10A onto South Bound Ethan Way to East Bound Hurley Way.
- g. Backstretch area will be directed through Gate-10, South Bound onto Ethan Way, to East Bound Hurley Way.
- h. Gate-12 will be directed onto East Bound Hurley.
- i. Parking Lot-Z will be directed through Gate-13 and then East Bound Hurley Way.

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- D. Lost/misplaced persons/persons waiting for pickup.
  - 1. Evacuation from Main Gate State Fair by bus to predetermined safe area. (Arden Fair Mall)
- E. Animals
  - 1. On-call veterinarian available through UC Davis
  - 2. Shelter animals in place
  - 3. Utilize security guards to secure animals
- F. Buildings/Exhibitors
  - 1. Secure, (Lock down)
  - 2. Utilize security guards to secure buildings
- G. Notifications
  - 1. All communications will be directed through California Exposition and State Fair Police Dispatch Center at (916) 263-3050.
  - 2. California Exposition and State Fair's Administration
  - 3. Assisting Law Enforcement Agencies
  - 4. Emergency Medical Services (Hospitals)
  - 5. Local news Media
  - 6. Emergency Medical Response
  - 7. Sacramento Fire Agencies

**2500.504 PUBLIC ACCOUNCEMENT SCRIPTS**

- A. The Stadium Staff operates a public address system which broadcasts throughout the venue. This may be used to convey announcements. If other exterior areas need to be notified, or if the Public Address system fails, bullhorns are optional. The Incident Commander will issue 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 are ready to be opened.
  - 1. **POWER FAILURE.**
    - a. *"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 INCONVIENCE."* (Repeat three times)
    - b. All ushers will direct people to remain 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.**
    - a. *"MAY I HAVE YOUR ATTENTION PLEASE? MAY I HAVE YOUR ATTENTION PLEASE? 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. FOR A TOTAL EVACUATION WITH NO RE-ENTRY/EVENT TERMINATED.**

- a. *“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 INCONVIENCE AND THANK YOU FOR YOUR COOPERATION.”* (Read the announcement 3 times)

**4. FOR TOTAL EVACUATION WITH RE-ENTRY POSSIBLE/ANTICIPATED.**

- a. *“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 UNTL FURTHER NOTICE. WE ARE SORRY FOR THE INCONVENINCE AND THANK YOU FOR YOUR COOPERATION.”* (Repeat the announcement 3 times.)

**5. FOR PARTIAL EVACUATION.**

- a. *“MAY I HAVE YOUR ATTENTION PLEASE? MAY I HAVE YOUR ATTENTION PLEASE? DUE TO DIFFICULTIES AT \_\_\_\_\_ LOCATION \_\_\_\_\_, WE ARE REQUESTING ALL PATRONS TO LEAVE THIS AREA IN AN ORDERLY MANNER. I REPEAT ALL PATRONS AT \_\_\_\_\_ LOCATION \_\_\_\_\_ ARE INSTRUCTED TO LEAVE THIS AREA. PLEASE PROCEED TO \_\_\_\_\_ LOCATION \_\_\_\_\_ AND FOLLOW THE INSTRUCTIONS OF THE STADIUM STAFF. WE WILL REUTRN YOU TO YOUR SEATS AS SOON AS POSSIBLE. WE ARE SORRY FOR THIS INCONVENIENCE AND THANK YOU FOR YOU COOPERATION.”* (Repeat the announcement 3 times)

**6. RE-ENTRY ANNOUNCEMENTS.**

- a. 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:
- b. The event had been terminated and re-entry will not be allowed.
- c. The stadium will be re-opened shortly, patrons will be re-admitted to their assigned seats, and the event will be resumed.
- d. The stadium will be re-opened shortly and the event resumed, but patrons will be allowed to return to specific seating areas only.

**7. RE-ENTRY NOT POSSIBLE.**

- a. *“MAY I HAVE YOUR ATTENTION PLEASE? MAY I HAVE YOUR ATTENTION PEASE? WE REGRET TO INFORM 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 RECEIPTS.”* (Repeat announcement as necessary.)

**8. RE-ENTRY TO ORIGINAL SEATS.**

- a. *“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.)

**9. RE-ENTRY BUT NOT TO ORIGINAL SEATS.**

- a. *“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 STADIUM STAFF TO THE AVAILABLE SEATS. WE ARE SORRY FOR THE INCONVENIENCE AND THANK YOU FOR YOUR COOPERATION.”* (Repeat announcement as necessary)

**10. MISSING CHILD/AT-RISK ADULT.**

- a. *“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 INFORMATION). IF YOU LOCATE (FIRST NAME OF CHILD), NOTIFY THE NEAREST STADIUM OFFICIAL AND THEY WILL ESCORT (FIRST NAME OF CHILD) TO GUEST SERVICES, LOCATED JUST INSIDE THE WEST GATE TO REUNITE WITH (PARENT, GUARDIAN, FAMILY). THANK YOU FOR YOUR ASSISTANCE.”* (Repeat announcement as necessary.)

**11. WHEN CHILD/AT-RISK ADULT IS LOCATED/REUNITED.**

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