

***His Holiness the Dalai Lama  
Visits Sun Valley***

**Event Safety  
Management Plan**

**Wood River High School  
Football Stadium**

**Hailey, Idaho  
11 – 12 September 2005**

**Information Security**

The content of this document is strictly confidential and is intended for use by the HHDLOC Event Management Team, the Wood River Valley Public Safety and Law Enforcement Agencies and other Local Authorities / Agencies as deemed necessary by the Event Security & Operations Integration Manager.

<b>HHDL EVENT SAFETY MANAGEMENT PLAN</b> WOOD RIVER HIGH SCHOOL STADIUM – BLAINE COUNTY SCHOOL DISTRICT 11/12 SEPTEMBER 2005											
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**Glossary of Terms**

<b>CI / CSC</b>	Contemporary International / Contemporary Services Corporation – contracted provider of event environment and event services support to the HHDLOC.
<b>‘Critical Incident’</b>	Any incident which causes or has the potential to cause accidental injury (physical or psychological), damage to property or equipment, disruption to event operations and activities, exposure to civil claims for damages or adverse publicity for HHDLOC, if not promptly and effectively dealt with.
<b>DSS</b>	Diplomatic Security Services, US State Department. The designated Federal agency responsible fore the protective security of His Holiness the Dalai Lama.
<b>Emergency Management</b>	Emergency management is the process an organization uses to prevent, mitigate, and recover from emergencies. Emergency management is often considered to consist of planning, preparedness, response, and readiness assurance activities.
<b>Emergency Response</b>	Emergency response is the implementation of planning and preparedness during an emergency. Implementation includes the decisions, actions, and application of resources used to mitigate the consequences of the emergency. Emergency response also includes recovery from the emergency.
<b>EMS</b>	Emergency Medical Services
<b>Event Safety Management Strategy</b>	Overview of safety management operational concepts for the HHDL events at WRHS Football Stadium.
<b>HHDL</b>	His Holiness the Dalai Lama
<b>FA</b>	Functional Area – designated functions within the HHDLOC e.g. Event Security, Transport etc
<b>HHDLOC</b>	The HHDL Organizing Committee – responsible for the coordination and operational management of the HHDL events.
<b>VCC</b>	Venue Operations Center - a joint communications and coordination command center located in the Stadium from which all event communications are monitored. Includes representatives from all Public Safety & Security Agencies (as required).
<b>VERT</b>	Venue Emergency Response Team
<b>WRHS</b>	Wood River High School

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## **Executive Summary**

### **Introduction**

During 10 – 14 September 2005, His Holiness the Dalai Lama will visit Wood River Valley. His Holiness the Dalai Lama (HHDL) will deliver two addresses on the 11<sup>th</sup> /12<sup>th</sup> September 2005 at the Wood River High School (WRHS) Football Stadium in Hailey: “The 9/11 Healing Address” and an address to the Children of Idaho – “Laying the Foundation of the Future” at the special request of the Governor of Idaho.

### **Vision Statement**

The vision of the His Holiness the Dalai Lama Organising Committee (HHDLOC) is to facilitate, coordinate and operationally deliver two events which are of the highest quality with the utmost concern for the security, safety and comfort and safety for His Holiness the Dalai Lama (HHDL), the Tibet Delegation accompanying HHDL, the attendees and the Event staff at the 9/11 and 9/12 events in the WRHS Football Stadium.

### **Event Safety Management Plan**

The purpose of the Event Safety Management Plan to ensure that an appropriate “duty of care” for all attendee’s is being exercised by the HHDL Organizing Committee and those Public safety and Security authorities who are providing operational support to the Events.

## Overview of Event Operations

An overview of the two events being conducted at the Wood River High School Football Stadium is detailed in the following phases.

**Phase 1 – Venue Handover (9 Sept).** The handover of the WRHS Football Stadium to HHDLOC at 4pm on Friday 9<sup>th</sup> September 2005.

**Phase 2 – Venue Fit Up & Installation of Temporary Overlay (9 – 10 Sept).** The load-in and installation of temporary infrastructure to support the two HHDL events. Some venue preparation may occur before this date.

**Phase 3 - “The Healing Address” – A Message of Compassion on the Anniversary of 9/11 (Sunday 11 Sept).**

- i. Gates open at 11.30am and close at 1.30pm.
- ii. Address from 2.00 – 4.00pm.
- iii. Non-profit ticketed event with a crowd capacity not to exceed the authorized stadium capacity of 10,860 including spectators, VIP's, media and all Event support staff.

**Phase 4 - “Laying the Foundation of the Future” – Special Address to the Children of Idaho (Monday 12 Sept).**

- i. Gates open at 12.00 pm and close at 2.00pm .
- ii. Address from 2:30 - 4:00pm.
- iii. Anticipated crowd of less than 10,000 including “the children of Idaho” (6<sup>th</sup> grade – 12<sup>th</sup> grade), other spectators, VIP's, media and all Event support staff.
- iv. Children will be supervised by parental or school based chaperones.
- v. Respective schools and or groups are responsible for the provision of dedicated transport to and from the Venue.
- vi. HHDLOC Event staffs are responsible for the coordination and management of the Bus Load Zone - arrival and departure of buses.

## Event Safety Strategy

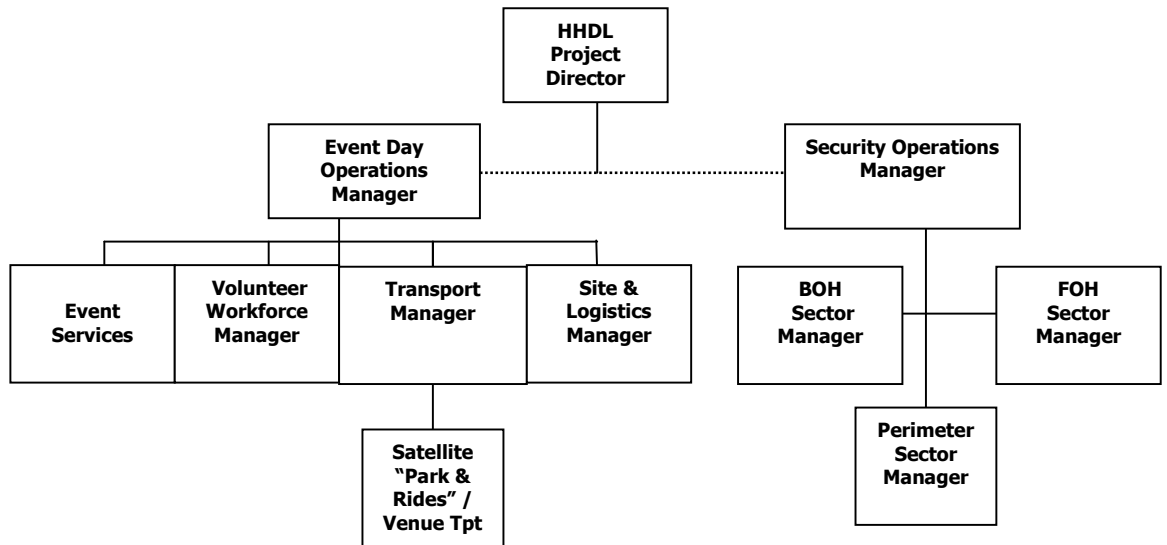
The vision of the HHDLOC Organising Committee to facilitate and coordinate an event of the highest quality with the utmost concern for the security, safety and comfort and safety for HHDLOC and his Delegation, the spectators, and staff in attendance at 9/11 healing Address and the 9/12 “Laying the Foundation for the Future” – the address to Children of Idaho.

## Event Safety Management Stakeholders

The principal stakeholders involved in the planning and coordination of a safe and secure environment for the HHDL addresses at the WRHS Football Stadium (hereinafter the “Venue”) are detailed below:

- i. His Holiness the Dalai Lama Organizing Committee (HHDLOC),
- ii. The City of Hailey Police Department,
- iii. The City of Hailey Fire Department,
- iv. Wood River Rural Fire & Rescue,
- v. Wood River Valley Unified Command Group (representatives from Local and State Law Enforcement Agencies), and
- vi. Diplomatic Security Services (DSS), US State Department.

## HHDLOC Event Operations Structure



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## Venue Safe Holding Capacity

### Overview

To ensure that the safe holding capacity of 10860 for the Stadium is not exceeded, the stadium has been divided in 5 spectator sections and 2 VIP/Media sections. The capacity of each section is pre-determined based off an allowance of 7ft<sup>2</sup>/person (Net) as per the Occupancy Load Section of the International Building Code 2003.

### Spectator Sections

Spectator sections will be a combination of general admission and festival style seating. No chairs will be provided or allowed within the 5 spectator sections. Each section is detailed below:

- i. **North Grandstands Section (ticketed general admission)** – Capacity of 680 based on 18” seating per person.
- ii. **South Grandstands Section (ticketed general admission)** – Capacity of 1,504 based on 18” seating per person.
- iii. **West Section (WRHS Playing Field)** – Total of 12,800ft<sup>2</sup> = planning capacity 1,828 persons, HHDLOC Capacity – 1,816 persons. The section is divided as follows:
  - a. 8ft aisle way that runs horizontally across the field that separates the West Section and the Middle Section.
  - b. The aisle ways on the north and south of this section are 20ft.
  - c. The front and approximately 40ft of the sides of this section will be cordoned with nylon rope or plastic “caution” tape and 36” poles (approx. 18” above ground and approximately 15ft – 20ft apart).
- iv. **Middle Section** – (2 sub sections of 9,600ft<sup>2</sup> each = 1,371 persons/sub section) HHDLOC Capacity – 1,350 persons/sub section. The Middle Section is divided into:
  - a. Two sub sections by an 8ft aisle way running east and west.
  - b. 8ft aisle ways running north across the field on the east side and west side.
  - c. 15ft aisle ways on the north and south, cordoned off with nylon rope or plastic “caution” tape and 36” poles (approx. 18” above ground) on the east, west and inner border of each sub section.
- v. **East Section** – (2 sub sections of 7,200ft<sup>2</sup> each = 1,028 persons/sub section) HHDLOC Capacity – 1,000 persons/sub section. The East Section is divided:
  - a. Two sub sections by an 8ft aisle way running north to south at the western and eastern ends.
  - b. The aisle ways on the north and south sides will be 8ft wide tapering out to 15ft leading towards the West, cordoned off with nylon rope or plastic “caution” tape and 36” poles (approx. 18” above ground) on the east, west, inner border of each sub section. Poles will be approximately 15ft – 20ft apart.



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- c. The rear of the East Section contains the sound booth tent and main broadcast platforms. The sound booth and broadcast area will also be surrounded by 8ft aisle ways.
  - vi. **VIP/Media Section** – (2 sub sections) HHDLLOC Capacity – 600 VIP and 50 Media per sub section. There will also be an entrance (approx. 5ft wide) into each of these sub sections on the east end coming from the spectator area. This section will be seated in chairs and is general admission seating. Design & space definition for this sector is:
    - a. The temporary plastic folding chairs are configured at 18”wide.
    - b. 36” aisle ways maintained between rows and a 5ft cross aisle way through the middle of the section essentially creating 4 blocks of chairs.
    - c. Rows will not exceed the maximum length (17 chairs) as outlined in the International Building Code 2003.
    - d. There will be one photo/broadcast platform with guardrails (approx. 6ft x 6ft x 5ft) in the south VIP/Media sub section and. one photo/broadcast platform with guardrails (approx. 3ft x 12ft x 3ft) in the north VIP/Media sub section

## **The Stage**

The Stage for HHDL is approx located at the east end of the field and cordoned to separate the Front of House and the restricted access area of the stage.

The stage will have a roof covering the entire stage but will remain open on all sides. There will be one broadcast platform with guardrails (approx. 6ft x 12ft x 8ft) located behind the sound booth, one photo/broadcast platform with guardrails (approx. 6ft x 6ft x 5ft) in the south VIP/Media sub section and. one photo/broadcast platform with guardrails (approx. 3ft x 12ft x 3ft) in the north VIP/Media sub section.

The production contract will require that all stages and platforms meet the requirements set out for like staging in the International Building Code 2003.

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## Venue Temporary Fit Out - Emergency Egress & Safety

### Emergency Egress

The Wood River High School Stadium will be temporarily retrofitted in accordance with the International Building Code 2003 to meet the operational security and safety requirements for the events.

The following temporary improvements or infrastructure changes has been pre-approved by the Blaine County School District through the submission of the City of Hailey Special Use Permit.

Safety design improvements will include:

- i. Widen gate access on the southwest corner of inner fence (leading onto track) for ingress/egress, production equipment access and safety management.
- ii. Install new gate access on the northwest corner of inner fence (leading onto track) for ingress/egress and safety management.
- iii. Installation of new gate(s) access or fence removal on western perimeter fence and track fence for safety management. Minimum egress width required is based on 0.2in per person exiting according to the International Building Code 2003.
- iv. Removal of tennis fencing to allow for unrestricted access for HHDL and entourage to the stage area.

### Tents & Fire Code

Temporary tent structures will be installed in the parking lot adjacent to the stadium, in the stadium and to the west of the stadium in order to accommodate the Security Screening Area, Staff Check-in area, merchandise sales and the production sound booth.

Tent sizes are 1 x 40ft by 20 ft, 1 x 60ft by 20ft, 1 x 20ft by 20f, 2 10ft x 20ft and 1 10ft x 10ft which are open on all sides (e.g. no canvassed sides) and secured with water filled ballasts.

Fire Permits have been issued by the City of Hailey Fire Department. Tents will be equipped with fire extinguishers in accordance with the International Fire Code.

### Signage and Banners

**“Wayfinding”.** Temporary signage will be installed at the Venue to provide directions (way finding) and support (regulatory) for Event ingress and egress of spectators. This plan will be supported through the provision of Event staff (ushers).

**Banners.** Temporary Banners (“LOOK” – decorative banners representing the Event) will be on placed on temporary fencing, existing stadium fencing and the stage but not on any ingress/egress gates.

## **ADA Accessible Amenities**

The HHDLOC will adhere to the guidelines of the American Disability Act (ADA) during the fitout of the Stadium which includes but not limited to include pathways, seating areas, restrooms and parking.

Spectators with special needs (pre-identified) will be assisted by Event staff during ingress and egress.

## **Event Traffic Management Plan**

The traffic management plan for the HHDL events at WRHS has been developed in conjunction with the Wood River Valley Unified Command Group. The event traffic management strategies which has been implemented to mitigate traffic risk are :

- i. Temporary traffic signage at key location prior to critical traffic intersections (in conjunction with Idaho Transportation Department).
- ii. Minimizing traffic congestion on the City of Hailey through a public information strategy (press and leaflet drops) to Wood River Valley residents emphasizing:
  - a. Carpooling / Ride Share and use of the “park ride shuttles” from the two designated parking lots – north and south of Hailey.
  - b. Park & Bike, bike and walk
  - c. Park and walk
  - d. Walk to the event.
- iii. Law Enforcement control of designated critical intersections:
  - a. Hwy 75 / Fox Acres Road (2 x officers)
  - b. Hwy 75/ Buttercup Road
  - c. Woodside Street & Fox Acres Road
  - d. Hwy 75 / Countryside Blvd
- iv. Event staff located at critical intersections to help with pedestrian and bike traffic.
  - a. Fox Acres Road / East Ridge Road.
  - b. Separation of vehicular and pedestrian/bike traffic through :
    - 1) Separating (“pathing”) pedestrians and bicyclists onto the Bike Route/sidewalk along Fox Acres Road for ingress and egress, and
    - 2) Provision of designated controlled street crossings (Law Enforcement & Event staff) at Woodside Street and Fox Acres Road for pedestrians and bicyclists.

## **Fire & EMS Plan**

### **Fire**

The public safety plan for fire has been developed in conjunction with Fire Chief Chapman, City of Hailey Fire Department. Fire and emergency response preventative measures for the HHDLOC events on 11/12 September 2005 are:

- i. Pre-staging of 1 x Fire Truck and 2 fire-fighters at WRHS.
- ii. Pre-positioning of fire extinguishers inside the Stadium (including Stage Area) as advised by Fire Chief Chapman.
- iii. Review of fire prevention measures and strategies by City of Hailey Fire Department and HHDLOC on Saturday 10<sup>th</sup> September.
- iv. HHDLOC in cooperation with the neighboring land owners will take all reasonable measures to discourage the gathering of unauthorized spectators” on eastern hillsides and fields surrounding the Stadium to reduce potential fire hazard.

### **EMS**

The EMS support plan for the respective HHDLOC events has been developed in conjunction with Chief Lassman, Wood River Rural Fire and Rescue. The EMS resources which will be provided for the events on 11/12 September 2005 are:

- i. One Ambulance and 2 x EMTs on station at the Stadium located on the Wolverine Way to the southwest of the stadium.
- ii. One EMS Response Team (2 x EMTs/Fire) inside the stadium
- iii. Additional EMS resources will be coordinated (if required) by the designated Event EMS commander through the Wood River Rural Fire & Rescue.

### **Incident & Emergency Response**

In the event of a public safety (fire or medical incident) at the Stadium during any of the events, emergency response will be coordinated by designated Venue Fire/EMS Supervisor, the Event Law Enforcement Commander (LT Jeff Gunter, HPD) and the HHDLOC Security Operations Manager (Peter Ashwin).

The Venue Fire/EMS Commander is responsible for the coordination of all fire and EMS resources (City of Hailey Fire Department and the Wood River Rural Fire and Rescue Station) and to ensure the public safety of all persons at the Stadium.

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## **Event Communications & Integration**

### **Venue Communications Center**

During the both events, a Venue Communications Center (VCC) will be established to facilitate the coordination and integration of HHDLOC Event operations between all Functional Areas.

### **Communications**

The primary means for event communications is a dedicated digital radio network provided by the HHDLOC. All Event management staff and designated event support staff will be equipped with radios. Radio users will be assigned to talk groups (dedicated “channels”) according to their function.

In the event of primary communications failure, communications redundancy will be achieved through the Nextel radios carried by all Event management staff.

### **Incident Reporting**

An incident is an occurrence, which causes distress or injury to Event participants and/or persons in attendance at the Events or is an occurrence which is likely to cause disruption to the event operations.

All Event workforce are to report incidents to their respective Team Leaders/ Supervisors. Supervisors are responsible for notifying the VCC of all reportable incidents.

The VCC Supervisor is responsible for the logging of all incident details in the Event Day Log and notifying either the Event Day Operations Manager or Event Security Manager as deemed appropriate.

### **Training**

All Event staff (volunteers and paid) are to be briefed and trained on this plan in accordance with the following training schedule:

- i. Event Volunteers – Friday 9<sup>th</sup> September;
- ii. CSC Contract staff – Saturday 10<sup>th</sup> September, and
- iii. Confirmatory brief to all Sector Managers on each Event Day at 8.00hrs

### **Annexes**

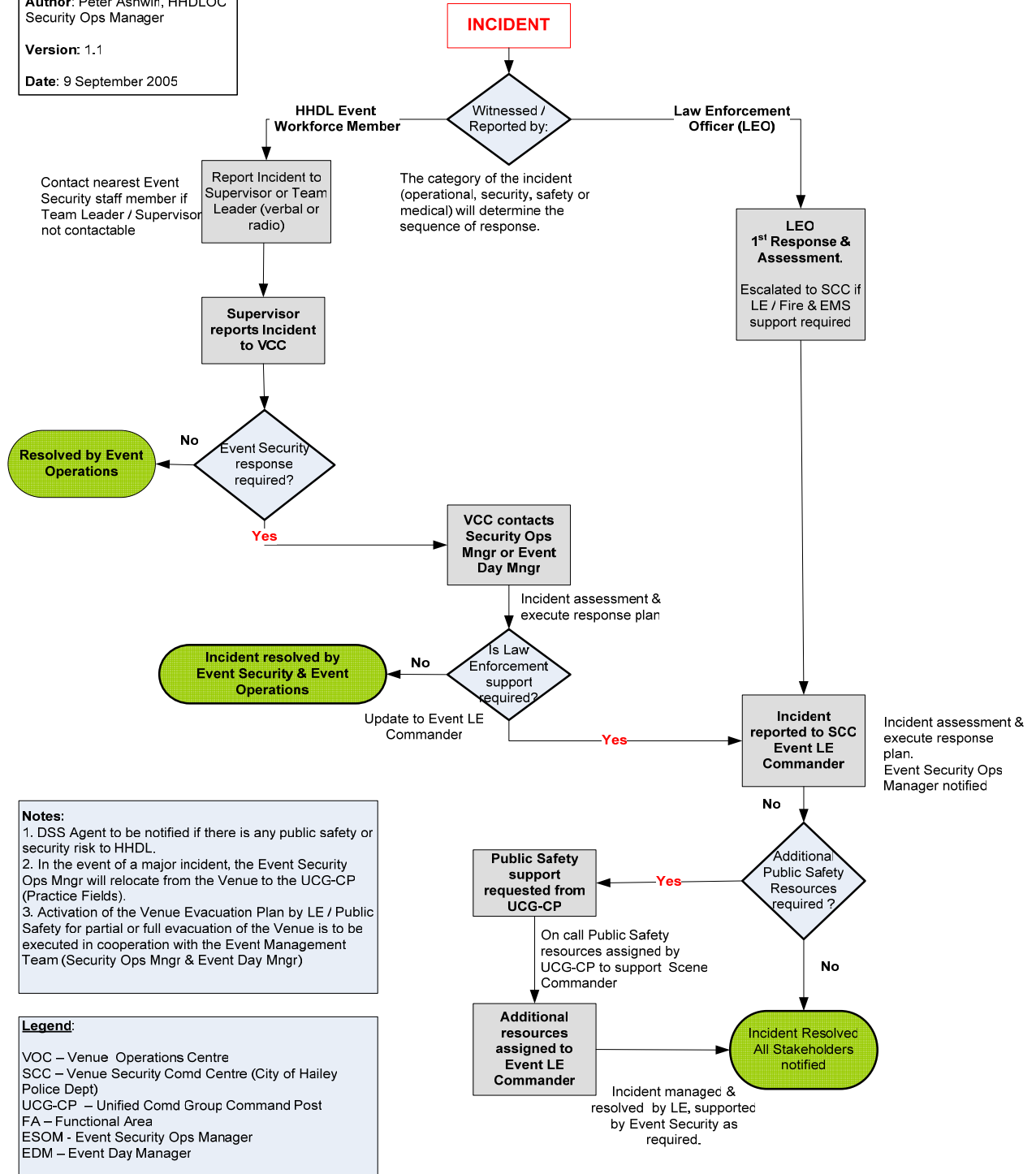
- A. Event Incident Response Management Plan
- B. Venue Emergency Evacuation Plan

**ANNEX A**

**INCIDENT RESPONSE  
MANAGEMENT PLAN**

HHDL EVENT  
INCIDENT MANAGEMENT & RESPONSE PLAN

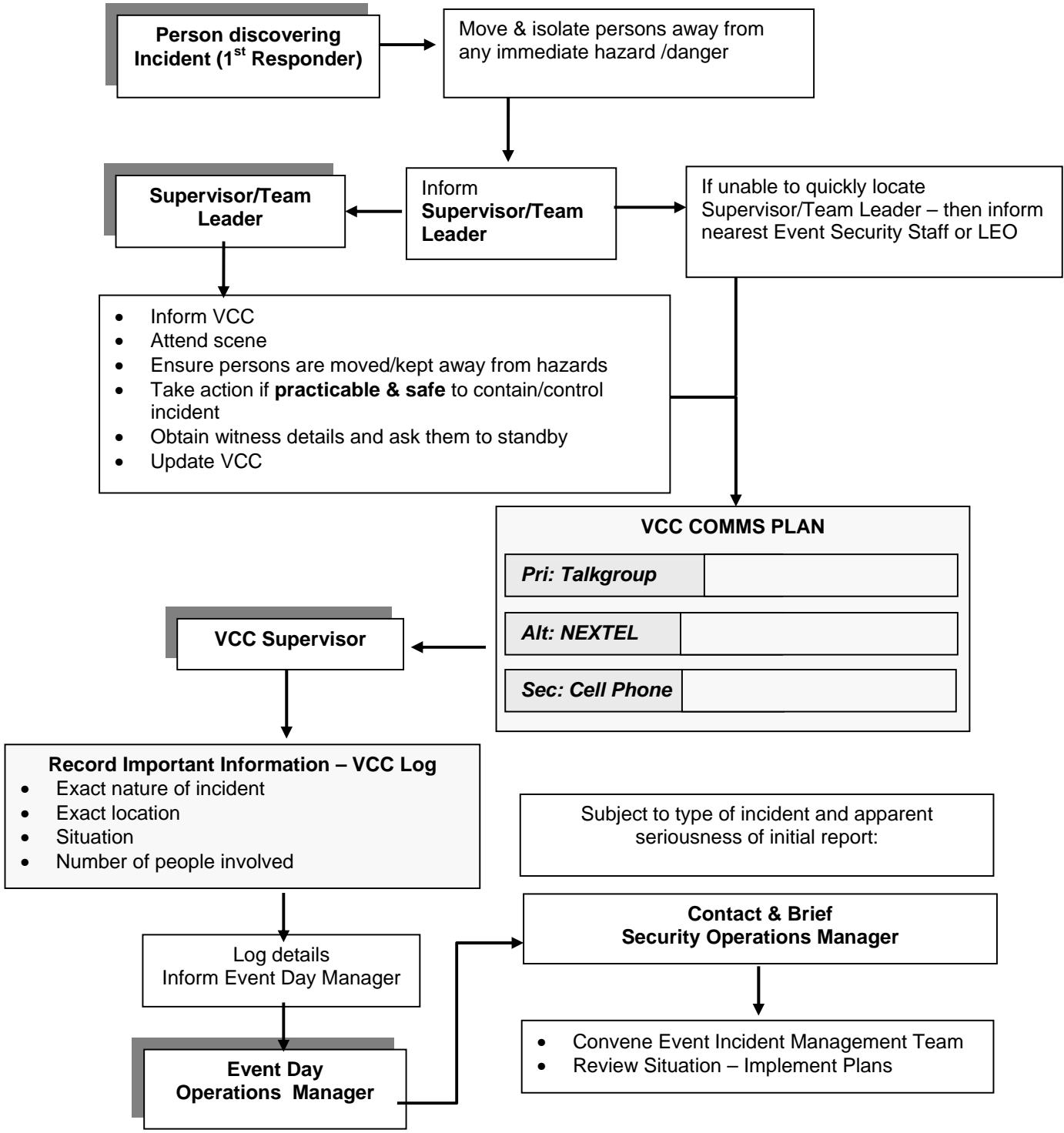
**Author:** Peter Ashwin, HHDL0C Security Ops Manager  
**Version:** 1.1  
**Date:** 9 September 2005



**Notes:**  
1. DSS Agent to be notified if there is any public safety or security risk to HHDL.  
2. In the event of a major incident, the Event Security Ops Mngr will relocate from the Venue to the UCG-CP (Practice Fields).  
3. Activation of the Venue Evacuation Plan by LE / Public Safety for partial or full evacuation of the Venue is to be executed in cooperation with the Event Management Team (Security Ops Mngr & Event Day Mngr)

**Legend:**  
VOC – Venue Operations Centre  
SCC – Venue Security Comd Centre (City of Hailey Police Dept)  
UCG-CP – Unified Comd Group Command Post  
FA – Functional Area  
ESOM - Event Security Ops Manager  
EDM – Event Day Manager

# INCIDENT RESPONSE PROCEDURE





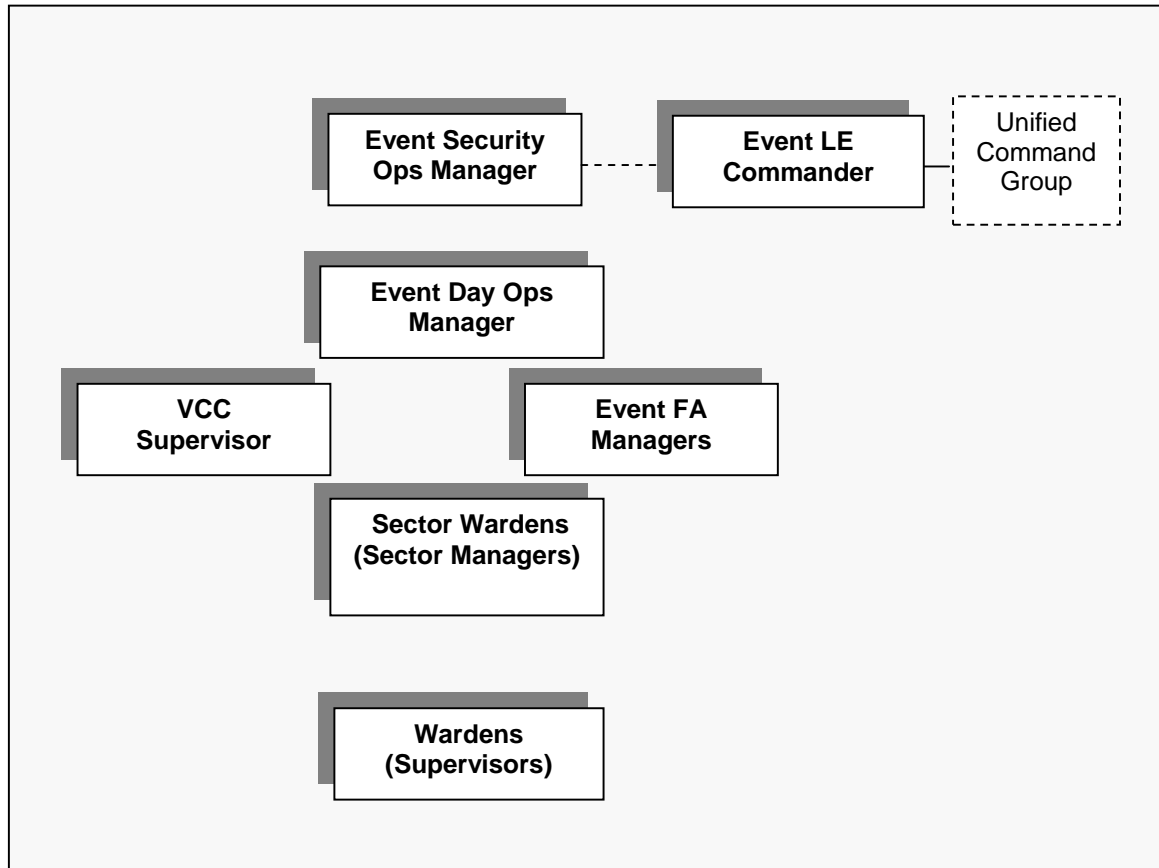
**ANNEX C**

**WOOD RIVER HIGH SCHOOL  
FOOTBALL STADIUM**

**EMERGENCY EGRESS & EVACUATION  
PLAN**

# VENUE EVACUATION PLAN

## 1.0 Event Organisation Structure for Emergency Management



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## 2.0 Roles and Responsibilities

### i. Event Security Operations Manager

- a. Overall responsibility for the decision to execute the Venue emergency evacuation plan after consultation with Event Director and Event LE Commander.
- b. Transfer operational command for evacuation to Event Day Operations Manager.
- c. Liaison and integration with Unified Command Group.

### ii. Event Day Operations Manager (Evacuation Coordinator)

- a. Overall responsibility for competent implementation of Venue Evacuation Plan in conjunction with the designated LE Venue Commander and Fire/EMS Commander.
- b. Responsible for the selection and appointment of Sector Wardens.
- c. Brief and update the Event Director & Event Security Manager.
- d. Training & briefing of Venue emergency plan to all Event day operations staff.

### iii. VCC Supervisor

- a. Support the Event Day Ops Manager and Evacuation Coordinator in the implementation of the Venue Evacuation Plan.
- b. Maintain communications with Sector Wardens & relay information (as required) to the Evacuation Coordinator.
- c. Provide evacuation updates to Evacuation Coordinator.
- d. Maintain communications log during the evacuation of Sectors.

### iv. Event FA Managers

- a. Support the Event Day Ops Manager (Evacuation Coordinator) in the implementation of the Venue Evacuation Plan.
- b. Perform tasks as required for the Evacuation Coordinator.

**v. Sector Wardens (Sector Coordinators)**

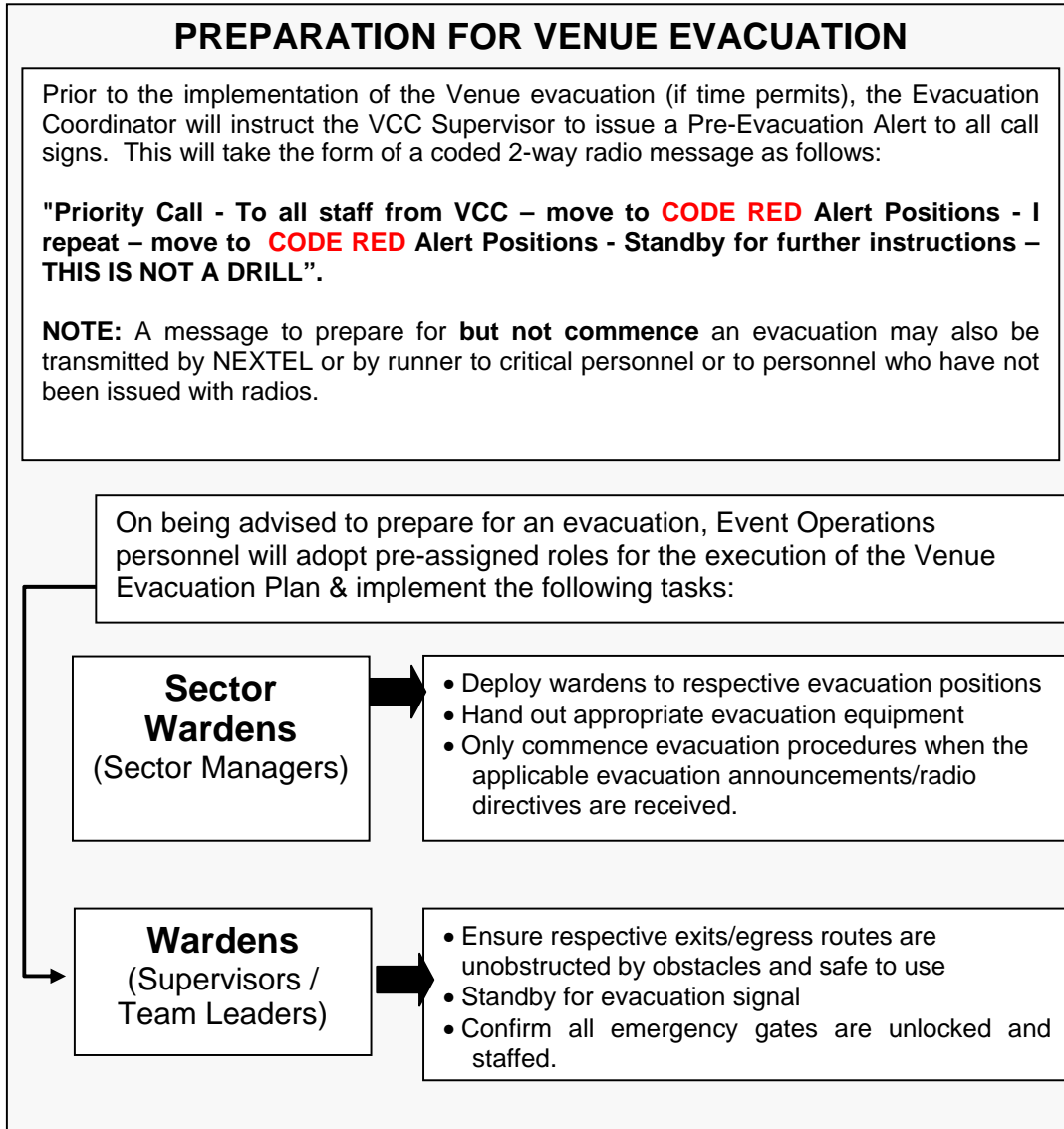
- a. Prior to the Event:
  - i. Assign / confirm Warden roles and responsibilities with Team Leaders.
  - ii. Confirm incident reporting and evacuation procedures with all assigned staff.
  - iii. Ensure the safety and integrity of emergency exits & egress routes within assigned area.
- b. During an Evacuation:
  - i. Ensuring that wardens are deployed to appropriate positions.
  - ii. Ensuring that persons are evacuating in a prompt and controlled manner
  - iii. Ensuring that entry to the incident area is restricted to authorized persons only.
  - iv. Confirming with Wardens that all areas have been evacuated and checked off.
  - v. Promptly reporting the results of the evacuation to the VCC / Evacuation Coordinator.

**vi. Wardens (Supervisor / Team Leaders)**

- a. Assist, direct and evacuate persons from within their assigned sectors of responsibility.
- b. Confirm that their assigned sector has been evacuated.
- c. Report to their Area Warden or VCC Supervisor when their assigned sector has been evacuated.
- d. Assist the Area Warden as required.

**i.**

## 4.0 Preparation for Venue Evacuation



## 4.0 Evacuation

After the order for evacuation has been issued by the Event Security Operations Manager, the Evacuation Coordinator will issue the **CODE RED order** to all Sector Wardens and Wardens on Channel 1.

The Evacuation Coordinator will instruct that the evacuation announcement is given after all Wardens have acknowledged confirmation of the **CODE RED order**. Evacuation announcement

### EVACUATION ANNOUNCEMENT VIA P.A. SYSTEM

#### GENERAL EVACUATION

“Your attention please – this is an **important safety announcement**.

For safety reasons, we must ask all persons to immediately evacuate the Stadium.

For your own safety, we request that you follow the directions of our Event staff and calmly leave the Stadium now via the nearest emergency exit in a safe and controlled manner. As you exit the Stadium, please move away from the exit gates and follow the directions of staff to the Evacuation Assembly Areas.

Please ask any staff member if you need assistance. Thank You.”

#### HOLD/SHELTER-IN-PLACE

“Your attention, please. This is an important public safety announcement.

We have been advised by Law Enforcement that a Safety/Security *(as applicable)* incident has occurred outside this Stadium.

*Additional specific information may be available e.g. nature and location of incident)*

Law Enforcement has instructed us to request all spectators to remain within the Stadium until such time as the situation has been resolved and it is safe to move outside.

*Include any additional safety precautions as advised by Law Enforcement or Fire/EMS personnel.*

We are in close contact with the Law Enforcement Commander and will continue to keep you updated as information comes to hand. Thank you for your cooperation.”

**P.A. Systems**

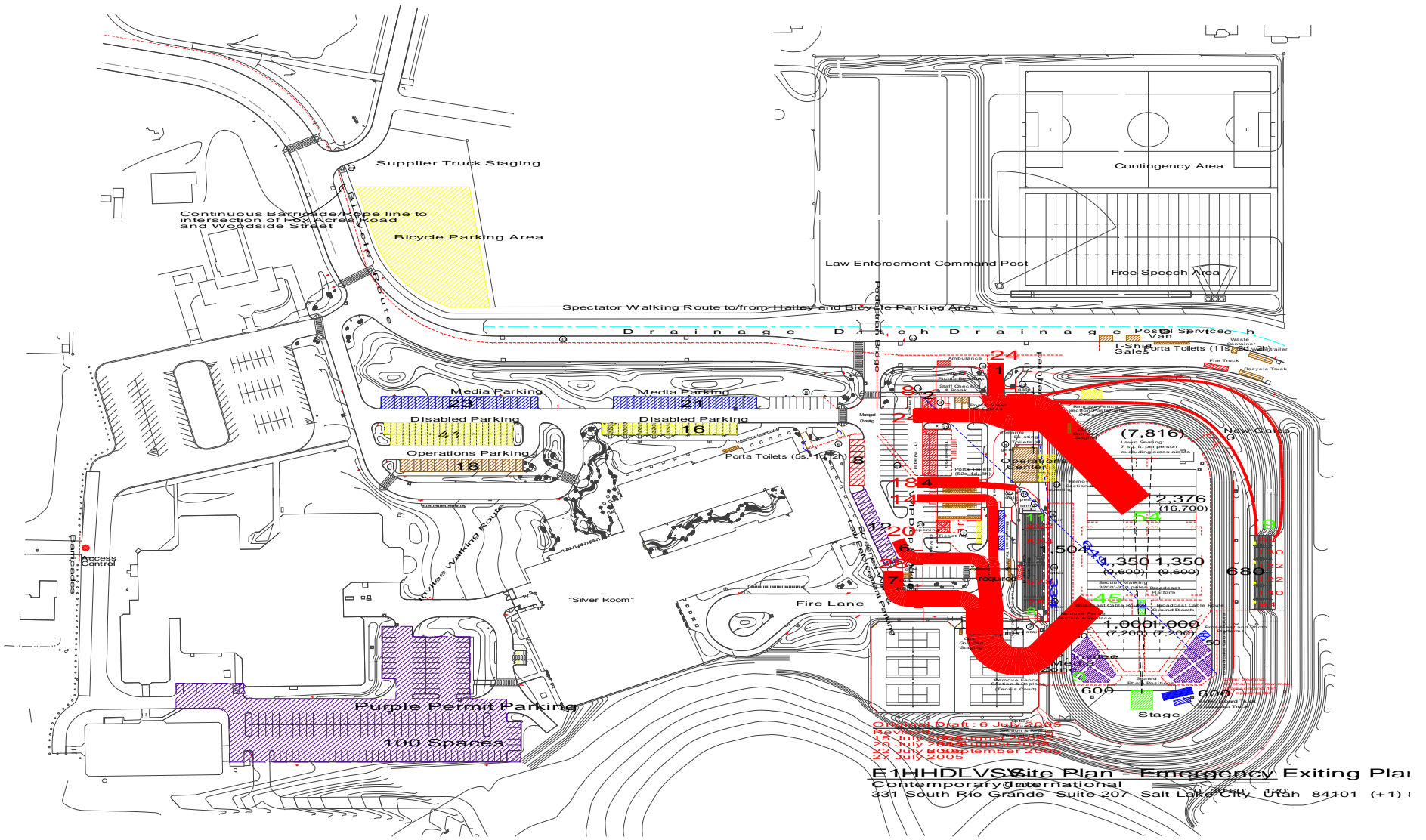
Any Evacuation announcement will be made over the public address system by the Event Day Operations Manager or their delegate.

This announcement will be broadcasted from **Venue Sound Booth or Stage**.

**4.0 Evacuation Assembly Areas**

Egress routes and corridors are detailed on the emergency egress CAD instruct the Sector Wardens to direct evacuees to the designated Evacuation Assembly Area/s (providing egress routes and the Evacuation Assembly Area/s are safe to use):

- i. EAA 1 – Bike parking Area
- ii. EAA 2 – Purple parking Area



HHDLOC Event Safety Management Plan for Wood River High School Football Stadium