



M E M O R A N D U M

DATE: 04/17/2025
TO: David Mirrione, City Manager
FROM: Engineering Dept
RE: Fourth of July Biker Rally

The following memorandum and maps indicate the proposed evacuation plan and road closures for the planned biker rally.

1. Evacuation Routes & Assembly Areas (**See attached map**)
 - a. The maps indicate the closure of San Benito St and traffic control points where additional road closures will occur. Access will be controlled by police/emergency vehicles, K-rail and bicycle racks. The following have been identified on the map:
 - Primary Routes
 - Clearly marked pedestrian and rider egress paths
 - Use open, unobstructed streets or alleys
 - Secondary Routes
 - Alternatives in case of blocked primary routes
 - Assembly Areas
 - Safe gathering zones (e.g., adjacent parks or lots)
 - Include accessible areas for persons with disabilities
2. Emergency Vehicle Access (**See attached map**)
 - Based on the location of an incident, routes will be cleared for access by emergency vehicles through removal of barriers with assistance from police and security staff and designated minimum clearance will be maintained on designated access roads
 - Map indicates the following:
 - Emergency vehicle routes
 - Locations of EMTs
 - Nearest hospitals or urgent care centers
3. Roles & Communication (**See draft EAP Plan to be completed by May 30, 2025**)

- Command Post Location: **Hollister City Hall (Public Safety will have separate ICP locations)**
- Event Safety Lead (Name + Phone): **(ICS 203 form)**
- Liaison to City Services: **(ICS 203 form)**
- Communication Methods:
 - Radios for staff **(ICS 205 form)**
 - PA/loudspeaker system **Emergency Vehicle PA systems**
 - Emergency text or push notifications (if feasible)

4. Hazard-Specific Protocols **Police/ Fire/ EMS on-site will use department protocols**

The EAP will include the following:

- Medical Emergencies **Fire/ EMS on-site will use department protocols**
- Fire **will use department protocols**
- Traffic Collisions **will be managed by Police/ Fire/ EMS on-site using department protocols**
- Weather Events (e.g., high heat, wind) **Police/ Fire/ EMS/ OES on-site will use department protocols**
- Violent Incidents **Police/ Fire/ EMS/ OES on-site will use department protocols**

The protocol in the EAP includes the following:

- Who initiates the evacuation **Police/ Security on site**
- How attendees are notified **Verbal directions/ vehicle PA**
- Where to direct people **Evacuation Routes Posted**
- Who contacts emergency services **On site staff, Police/ Fire/ EMS and incident dispatcher**

5. Traffic & Crowd Control

- Staffing is indicated in the permit application for the event and also in the EAP & IAP **(Individual names are Confidential- Police and Fire IAPs)**
- Describe any road closures and detour signage- **Identified in Map**
- Show barricade placement and staff positions- **Identified in Map- Staffing at each intersection**

6. Accessibility

- Egress routes and assembly areas are ADA compliant because they occur along public streets which include sidewalks and ADA ramps.
- Staff located throughout the event- sidewalks are ADA compliant

7. Training & Briefings

- Pre-event briefing with all staff and volunteers: **Bi-weekly planning meetings, weekly Safety Team Meetings, employee training prior to event, Event Briefings each morning with employee briefings from event supervisors at the start of each work period**
- Evacuation maps and safety responsibilities will be distributed in the IAP distributed to each supervisor and covered with each worker
- Briefing and walk through will be held before the start of the event.