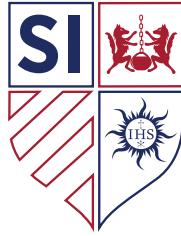


J.B. MURPHY FIELD

NIGHT GAME OR LARGE EVENT MANAGEMENT PLAN



PURPOSE:

This document provides planning and operational guidance to address traffic and parking, security and trash management protocols for scheduled night football games on JB Murphy Field. Our goal remains to ensure a safe and minimal impact on our Community footprint related to these issues.

SCOPE:

This plan applies to any large-attendance events (i.e., events with anticipated attendance of 1,000 to 2,800 people) on the JB Murphy Field that require lights.

COMMUNICATION:

Prior to high-attendance events SI will communicate the transportation, traffic flow, parking and student and spectator behavior expectations to home and visiting communities. This information will also be available on SI's Athletics webpage and the Good Neighbor Program webpage.

After large events, SI will give adjacent neighbors the opportunity to provide feedback, identify concerns, and suggest improvements to reduce or eliminate impact to the neighborhood. After the first large night event of the school year, SI will survey neighbors about game management, traffic, parking, and noise. In addition, neighbors can call the Director of Security directly or email the school through SI's Good Neighbor Program webpage.

STUDENT AND SPECTATOR CODE OF CONDUCT:

Proper behavior is expected at all home and away athletic contests. Athletes and spectators should display an attitude of good sportsmanship, courtesy, and respect toward opposing players, fans, coaches, and referees. Each student represents St. Ignace as much as the players on the team do. The good name of the school depends on students and spectators' behavior as much as it does the team and the coaches. Students whose behavior is inappropriate will be referred to the Deans.

Students and spectators are expected to respect the neighborhood and are not allowed to congregate before, during or after games in the neighborhood surrounding St. Ignatius. Proper student behavior extends to the surrounding neighborhood.

In accordance with CIF/CCS and WCAL sportsmanship policies, the following behavior is considered unacceptable at all high school athletic contests:

- Insulting the opponents' school or mascot.
- Insulting opposing players.
- Making unsportsmanlike, derogatory or obscene cheers or gestures.
- Possessing signs meant to be derogatory toward one's opponent.
- Using artificial noisemakers.
- Insulting officials verbally or through gestures.
- Proceeding onto the playing field before, during or after the game.
- Acting disrespectful during the National Anthem or during team introductions.
- Visiting the opposing team's campus before or after a game with the intent to taunt or vandalize

OPERATIONS:

Event Operation Planning

The following characteristics are taken into account in planning large attendance night events on J.B. Murphy Field and are considered and/or outlined in this document:

- Generally predictable event start and end times
- Managing peak pedestrian and traffic times at the end of an event including clearing the local neighborhood as quickly and unobtrusively as possible
- Known stadium capacity, advance tickets sales and game entry security
- Experience gained from each planned night event will be used to further improve the traffic, parking and security

DAY-OF-EVENT ACTIVITIES

TRANSPORTATION AND PARKING:

Street parking along 37th Avenue beginning at Ortega to Rivera Streets offers exclusive use to accommodate capacity events and good access to the campus venues. With zero residential housing situated along this route, street closure permits obtained through SFMTA will designate reserved event parking only. This will create a more self-contained site traffic circulation and pedestrian access environment.

Garage parking on campus, with a capacity of 65 vehicles, immediately adjacent to JB Murphy Field creates a more self-contained pedestrian access.

Off-site parking rental agreements through the SF Unified School District, Real Estate Division have in the past provided large capacity parking for up to 250-300 vehicles at the AP Giannini Middle School. We would rent the AP Giannini Middle School yard and parking lots as well as Robert Lewis Stevenson Elementary school' yard for special event parking. Permits will be sought for use of the SF Park and Recreation Dept. West Sunset baseball field parking lot at 40th and Quintara for patron parking.

Visiting Team Buses will be accommodated at 39th and Quintara St., at the west field gate. Visiting team arrivals and departures will be staggered for drop off and pick up times. Buses will be directed to park off site at Lake Merced until pick up time. This will allow the use of the existing bus zone for patron parking on 37th.

Bike parking will be provided and encouraged through student incentives managed by the school Green Team club.

Mass Transit on the Muni #29, L Taraval, and N Judah lines will also be encouraged by the Student Government leaders as well as other school clubs with bus stops along Sunset Blvd. and Rivera Street directly adjacent to the school campus.

Rideshares such as Uber and Lyft will be encouraged or incentivized by special discounts. A rideshare drop off and pickup area is identified in the traffic plan.

Charter Buses SI currently contacts with CYO for morning, afternoon and evening bus service for its students from Marin and San Mateo counties. SI will add extra busses and offer post-game bus service along those routes.

Valet Parking will be explored as necessary to expand offsite parking to areas such as Lake Merced or to the adjacent SF Zoo parking lots.

Traffic control and parking will be managed through the use of extra security guards at fixed posts and roving patrols. In addition, the use of directional signage, traffic barricades and cones with attached lighting will define and facilitate traffic flow. Hiring of SFPD officers will augment security with traffic flow through intersections and the enforcement of street closures.

SECURITY:

PARKING SECURITY: 10 Security Agents and 3 SFPD Officers will be hired to work traffic control and parking. Once parking on 37TH is full, 4 Agents will transition to game management positions.

GAME SECURITY: 13 Security Agents will be hired to work game management.

TOTAL SECURITY PERSONNEL: 23

Traffic Control

Street Closures - Staging Street Parking

Staging vehicles may be necessary depending on the day, time and anticipated attendance for the event. Vehicles will be staged in both traffic lanes on 37th from Ortega to Pacheco Street. IF the westside parking lane is available, it may be used as a third lane for staging.

Security Agents will deploy poster sized sandwich boards for directional signage and barricades at fixed positions at Sunset Blvd., Ortega and 37th Avenue along the staging, intersections and traffic route.

Steel barricades with signage “NO ENTRY” will be placed at Sunset Blvd intersections for westbound (WB) at Pacheco and Quintara. This should deter any vehicles from entering into the staging lanes. SFPD Officer/arked vehicle and Security Agents will manage arrival and exiting traffic movements.

Reserved Parking for Rideshare drop off/pick up

Drop Off/Pick up area will be established on Rivera Street at 37th Avenue to the 38th Ave. garage entrance. Rideshare use at prior annual major fundraisers has increased significantly over the past three years. This designated area is closest to the entry gate and will be advertised through ticketing, social media accounts and street signage along Sunset Blvd and Rivera Street.

Parking Management

90 MINUTES PRIOR TO START TIME - Patron vehicles seeking parking will be directed to proceed southbound only on 37th Avenue at Ortega Street from Sunset. Street parking availability will be advertised through school newsletters, ticket sales and campus messaging on building TV monitors.

Security guards will begin parking vehicles along 37th adjacent to the SI Tennis Courts at the north end of campus at Rivera Street. Three parking lanes extending north, as spaces fill up, to Pacheco Street. Intersections will remain open. Vehicles will have the ability to exit parking space into the two separate driving lanes, created by the distances between the three parking lanes. We estimate to utilize approximately 300 vehicle parking spaces with this model.



Security/SFPD Assigned Posts:

ARRIVALS:

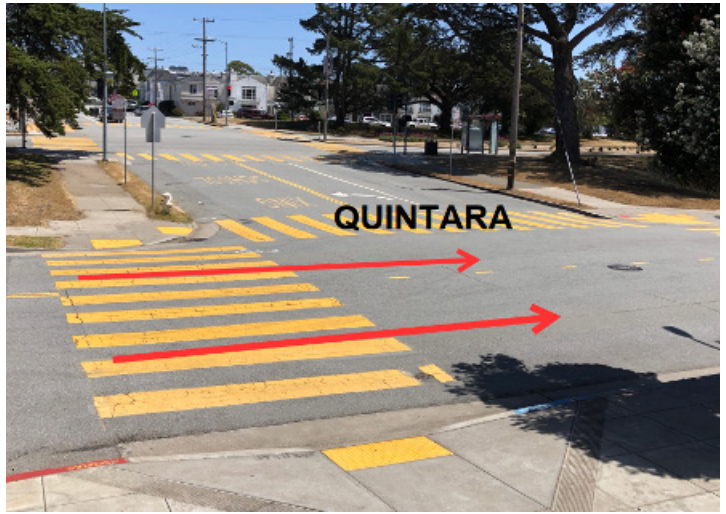
1 - ORTEGA & 37TH AVE

- **One (1) Security Agent** will direct all patron vehicles to enter onto 37th Avenue at the Ortega intersection from Sunset Blvd. to begin the staging area parking lanes for street parking south to Rivera Street.
- **One (1) Agent** will be posted in the intersection crosswalk to prevent southbound vehicles trying to cut the line. All vehicles will be directed westbound on Ortega St. to the start of the staging lineup.
- **Two (2) Agents** will rove between Ortega and Pacheco streets, splitting the block in N/S sectors to ensure staging lanes. If available a third lane using the west parking lane may be utilized to increase staging capacity.



2 - PACHECO & 37TH AVE

- **One (1) SFPD Officer** will establish a fixed post at Sunset / EB Pacheco St. closure.
- **Two (2) Agents** between Pacheco and Quintara will split patrols, north and south, ensuring overall safety and social distancing guidelines. Traffic safety will be maintained by preventing game patrons walking toward campus will be prohibited from crossing into vehicle traffic, ensuring vehicle speeds of 5-10 MPH and response to accidents or emergencies. Social distancing guidance will also be enforced.
- **Two (2) Agents** will be at the intersection and at the beginning of the Staging zone. They are responsible for proper three lane parking and two travel lane management.



3 - QUINTARA & 37TH AVE

- **One (1) SFPD Officer** will establish a fixed post at Sunset / WB Quintara St. closure. There will be 4 barricades, augmented by tall delineators. 2 across Sunset Blvd and 2 along 37th Ave.
- **Two (2) Agents with 1 SFPD marked vehicle.** Barricades facing Sunset Blvd. will have poster size signage "NO ENTRY".
- **Two (2) Agents** will conduct roving patrols between Quintara and Rivera zone, from north to south. Agents will assist with directing drivers into the three parking lanes started at the 37th/ Rivera stop sign. Agents will inform patrons before leaving their vehicles to hide valuables and that the wearing of masks will be required at the event.

4 - RIVERA & 37TH

- **Two (2) Agents** will create the three parking lanes at Rivera stop sign. Parked vehicles will continue to fill in from southbound game patron traffic. Agents will inform patrons before leaving their vehicles to hide valuables and that the wearing of masks will be required at the event.

5 - RIVERA TO 38TH

- **Two (2) Agents** on Rivera St. will manage Rideshare drop-offs and garage parking.

DEPARTURES

30 MINUTES PRIOR TO END TIME - Drivers will be directed to EXIT 37th Avenue at each of the three intersections. At Pacheco and Quintara block parking will exit eastbound at the intersection to Sunset Blvd. SFPD Officers will be used to direct traffic through the Rivera Street intersection, allowing left turns to Sunset Blvd., right turns on Rivera or traffic continuing southbound to Santiago.

1 - RIVERA & 37TH

- **One (1) SFPD Officer** will conduct traffic control through the N/S stop signs. E/W traffic do not have stop signs at the 37th Avenue intersection.
- **Two (2) Agents** will be assigned on 37th at Rivera intersection with two large sandwich boards with poster size signage directing traffic Right Turn Arrow or Straight Ahead Arrow, depending which traffic lane the car is in line.
- Two (2) Agents remain at Rivera St. at 37th to 38th intersection to assist with Rideshare and garage parking traffic exiting west to Rivera.
- One (1) Agent will be reassigned to Rivera St. and 39th intersection to assist with Rideshare and garage parking traffic exiting west to Rivera.
- One (1) SFPD Officer will be reassigned to Rivera and 39th to push traffic through the 4-way stop sign when safe.



Game Management

Primary duties assigned to game security agents involve selling tickets and monitoring in/out privileges to paid events. In addition, the fixed posts and roving patrols will observe and report any safety concerns or persons needing medical assistance.

Traffic and parking shall be monitored at the garage for reserved parking and guards will patrol surrounding streets for blocked driveways. Report any problems to guard site supervisor, SI Director of Security or SI Athletic Director (AD).

GENERAL

The Security Supervisor will directly supervise Security Agents and report to the SI Director of Security. Agents will familiarize themselves on post orders, JB Murphy facilities, public and team restrooms. Supervisor will schedule and relieve breaks to be taken before or after halftimes and in designated private areas. Every Agent will be issued a portable radio, access keycard and keys to provide access. Four hour or less shift assignments do not include breaks. Events when the food shack is hosted by Father's Club, Agents will be provided one free hot dog or hamburger meal. Food or drinks are not to be eaten in public.

TICKET SALES - HOME AND VISITING TEAM

Supervisor will provide cashier banks for Home Ticket Booths and Visiting Team tables. Home game ticket prices are posted at each Ticket Booths/Visitor Table include:

- SI Student admitted free with school ID.
- Visiting team students must pay student pricing.
- SI PASS HOLDERS – if not in possession, check list.
- Visitors unable to pay, call AD.
- Call AD to pick up interval cash collections to avoid large amounts of cash in ticket booths/visitor tables.
- Sales stop when the 3rd quarter begins for varsity games.

CASH DRAWER RECONCILIATION

- Ticket Sales Report – after game completion cash drawers will be reconciled with gate receipts (form provided). This must be done with two Agents at all times, in view of the camera inside the Student Center. When the report is completed, call AD to transfer the cashier bank, briefcase and cash.
- Prep Shop sales by Parent Groups have been instructed to store their cash box with AD or use the Business Office wall drop box.

TICKET TAKER

- Cash sales will be given ticket, take guest ticket and stamp hand
- Pass Holders will show their pass to receive a hand stamp
- SI Student, Faculty & Staff will show ID and receive hand stamp
- In/Out check for hand stamp
- Monitor for no food or drink on JB Murphy Field

FIXED GUARD POSTS

- Stadium entrances hand stamps checks, conduct security patrols during and after the games.
- Fixed post in lower athletic locker room hallway to prevent thefts, especially during halftimes.
- Locker room restrooms are for players, coaches, trainers and game officials
- In the event of an emergency, assist with the incident, guiding emergency responders to the victim or obtaining involved persons or witnesses contact information.
- 39th & Quintara fixed post should monitor and prohibit the public from using field restrooms. Emergency vehicle gate opened for JB Murphy Field access.
- Do not close the bleachers, field or gates until all visitors, players, parents have left the stands. SI B&G will clean the stadium and bleachers after the game.

GARAGE

- Reserve 12 parking stalls on the north wall of the garage for Home and Visiting Coaching staff; Game Officials and support staff (game media personnel, visiting Principals and Deans). Use signage for Coaches & Game Officials on cone inserts.
- Fixed Post at garage entrance will monitor entrance and access. Place sandwich board sign “Coaches & Game Officials ONLY” outside the entrance driveway on Rivera. Place signs to prevent general visitors turning in the driveway, only to be told they can’t park in the garage.
- After the 1st Quarter of Varsity game, remove any remaining reserved parking signs and allow general visitor parking.

NEIGHBORHOOD PATROLS AND TRAFFIC MANAGEMENT

- Monitor No Parking signs at 39th/Quintara gate for emergency access
- Place large sandwich board signs with “SI PARKING” at 37th Avenue intersections from Ortega to Rivera with directional arrows to direct visitor parking along 37th Avenue at Rivera and away from the neighborhoods.
- Monitor street traffic to prevent visitors blocking neighbor driveways and theft prevention.
- If a blocked driveway is identified, the guard will radio the vehicle information and street address location to the Supervisor. The Director of Security or Guard Supervisor will request an announcement from the Press Box to assist identifying the owner and get the car moved.

PRESS BOX

- Access to the Press Box is limited to SI and Visiting Team filming crews, not more than 10 people. There will always be a SI representative up on the roof during the game. Other league teams are allowed to film the game, but limited to the bleachers and not allowed on the roof.
- Throughout the game, check doors and windows to make sure equipment and laptops are not accessible to the public.

DOGS ON CAMPUS

- SI is a dog friendly campus and generally allowed for service animals, including emotional support dogs.
- Guards are not allowed to ask a person’s disability but can ask what life essential services the dog has been trained to provide.

TRASH MANAGEMENT

- Building and Ground crews will place sufficient numbers of garbage collection boxes throughout campus exterior perimeter and entrances, interior facilities, visitor stands.
- Building and Ground crews will continuously rove facilities, visitor stands and public access streets and sidewalks to remove garbage and trash.
- Security roving patrols will alert Building and Ground crews of overflow bins around campus with particular attention to neighborhood side streets.

POST-EVENT ACTIVITIES AND ASSESSMENT

- Security Agents will be responsible for securing all athletic facilities, school buildings and garage facilities. All traffic equipment and supplies will be collected and returned to storage areas.
- An “After Action Review” end of shift survey of the Director of Security, Security Supervisor, Athletic Director and staff will provide the opportunity to review plan operations and implementation efforts to determine if the event goals and objectives were accomplished. Elements concerning traffic, parking and game operations that fell short, will identify improvements and will be to documented in the event SI Incident Report and provided to school administration.
- A periodic post event meeting will be held with leadership of the SI Neighborhood Association (SINA) after major, large attendance events to discuss parking, traffic and noise issues related issues and potential improvements for future large attendance events.

END
June 2020