

Town of Hillsborough

Centennial Celebration Briefing



Centennial

- Town Hall Lot Closure
 - ◆ Pedestrian Movement
 - ◆ Vehicles Parking
- Parking
 - ◆ “No Parking”
 - ☞ Crocker and North School / Street Parking
- Traffic
 - ◆ Road Closure



EL CAMINO REAL

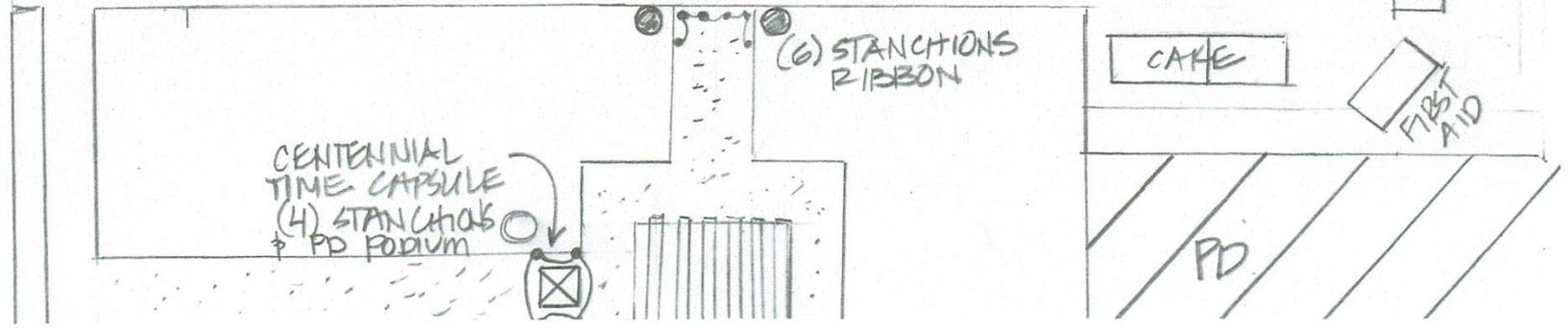
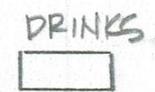
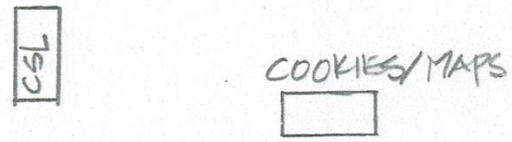
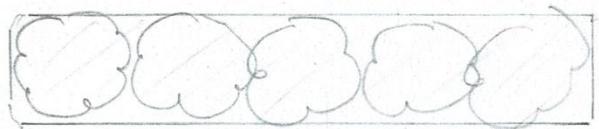
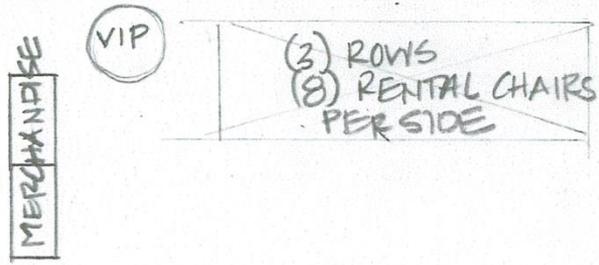
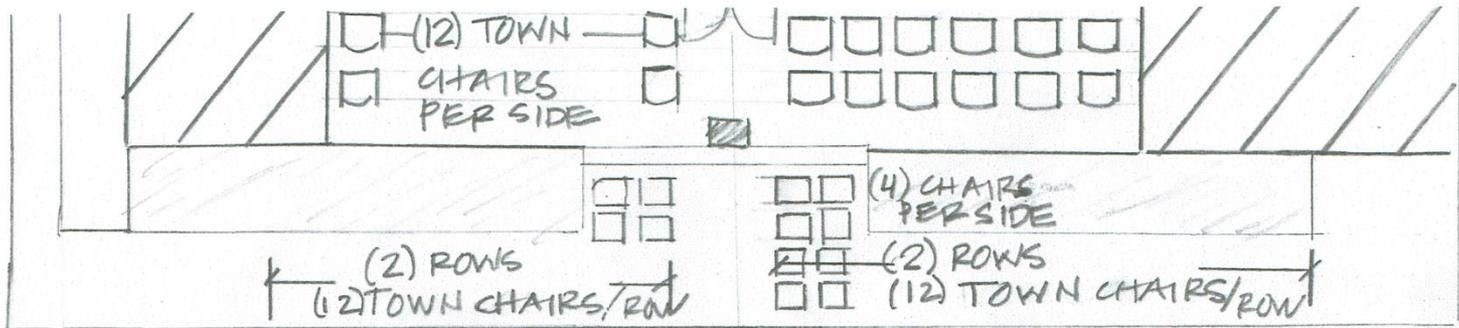
FLORIBUNDA AVE.

WALNUT AVE

SCALE 1"50'

Centennial Parking

- Town Hall Staging Parking Area (Closed)
 - ◆ Pedestrians
 - ☞ VIPs
 - ☞ Guests
 - ◆ Program



Centennial Celebration Outline

- Street Closure During Parade
- Provide Information and Direction Parking
Handicap Drop-off
First Aid Booth
Program/Crowd flow
VIP/handicap seating Report Any Unsafe

Centennial Mission

- Safety
- Safety
- Floribunda Ave & Eucalyptus Ave.
 - ◆ Pedestrian Movement
 - ◆ Detour Maps
 - ◆ Open to Emergency Vehicles

Centennial Mission Goals

- Provide Information and Direction
 - ◆ Invite Drivers To Use Parking Area
 - ◆ Invite Pedestrians to Remain Safe
 - ◆ No Parking Signage
 - ◆ Event Driven
 - ◆ Direct Issue To Traffic Officer

Centennial Mission Goals

- Report Any Unsafe Conditions
 - ◆ Erratic Driving
 - ◆ Parking
 - ◆ Unsafe Pedestrian
 - ◆ Medical Issue Report
 - ◆ Emergency Vehicle Traffic

Town of Hillsborough

Town Hall Centennial Celebration
“100 Years of Excellence”





Incident Action Plan (IAP)

INCIDENT NAME:

TOWN OF HILLSBOROUGH CENTENNIAL

DATE: 05/05/10

OPERATIONAL PERIOD:

04/27/2010 1300-05/05/2010 1900

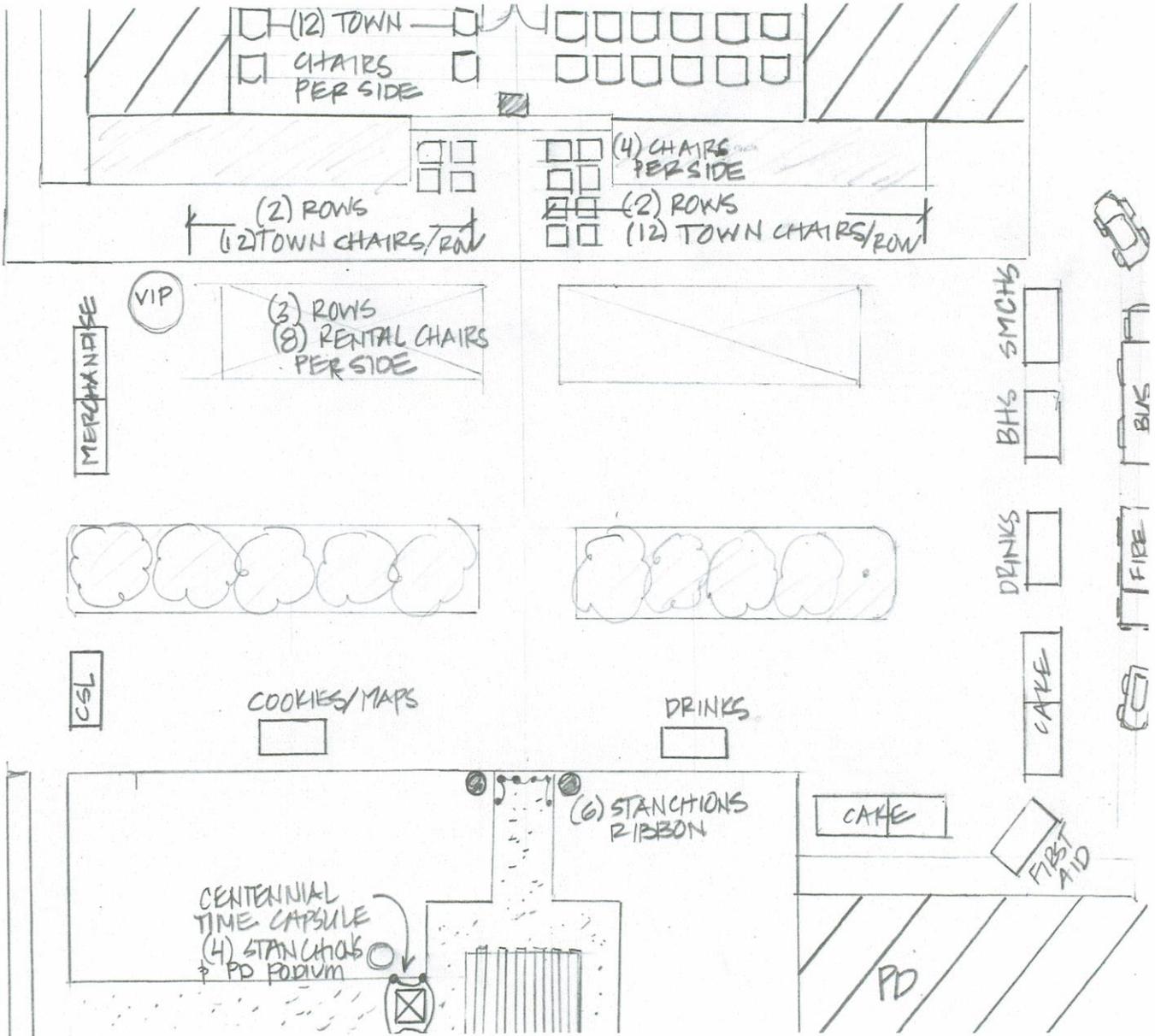
Approved By:

**IC _____
Mark O'Connor, Incident Commander
Services Captain**

- Incident Briefing

<p>Incident Briefing</p>	<p>1. Incident Name: Town of Hillsborough Centennial</p>	<p>2. Date: Prepared: 04/26/10</p>	<p>3. Time Prepared: 1438</p>
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4. Map Sketch



- Incident Briefing

5. Event Background: On 05/05/10, The Town of Hillsborough will celebrate the 100th anniversary of their incorporation as a Town. The entire celebration will be held at the Town complex. We will be blocking off the Town parking lot as well as the Walnut lot to accommodate our celebratory activities. Depending foot traffic and attendance, we will be blocking off Floribunda Avenue between El Camino and Hillsborough Blvd at some point between 1500 and 1600 and will reopen it at approximately 1830.

The celebration will include locally elected governmental officials making presentations, dedication of the Town Centennial Garden, music played by the Crocker Jazz band, displays of historic photographs and vehicles and the distributing of cake and lemon-aid to all.

EMERGENCY PROCEDURES

- A. Report the emergency by calling/radioing YOUR SUPERVISOR
- B. Assist the injured person(s) and offer reassurance and comfort.
- C. If you are trained in first aid, CPR and/or AED you may offer medical assistance within the scope of your training.
- D. When an emergency situation involves blood or other bodily fluids, **do not touch the fluids without proper personal protection.**
- E. Do not move individuals with suspected spinal injuries.
- F. REPORT LAW ENFORCEMENT AND FIRE EMERGENCIES BY PHONE: **650.375.7470**
- H. REPORT MEDICAL EMERGENCIES BY PHONE: 650.375.7470

6. Current Actions/MASTER SEQUENCE OF EVENTS Times are Approximate:

May 05, 2010:

1200 – 1800 Hrs – Close Town Complex Parking Lot and Walnut Lot (Set-Up and Maintain)

1430 – 1440 Hrs – Patrol Briefing – Briefing Room (Event, Patrol, Traffic, Parking)

1440 – 1500 Hrs – Individual Assignment Briefings

1500 – 1600 Hrs – Begin Support For Arriving Participants

1515 – 1530 Hrs – VIP's Arrive

1600 – 1640 Hrs – Speeches at Town Hall

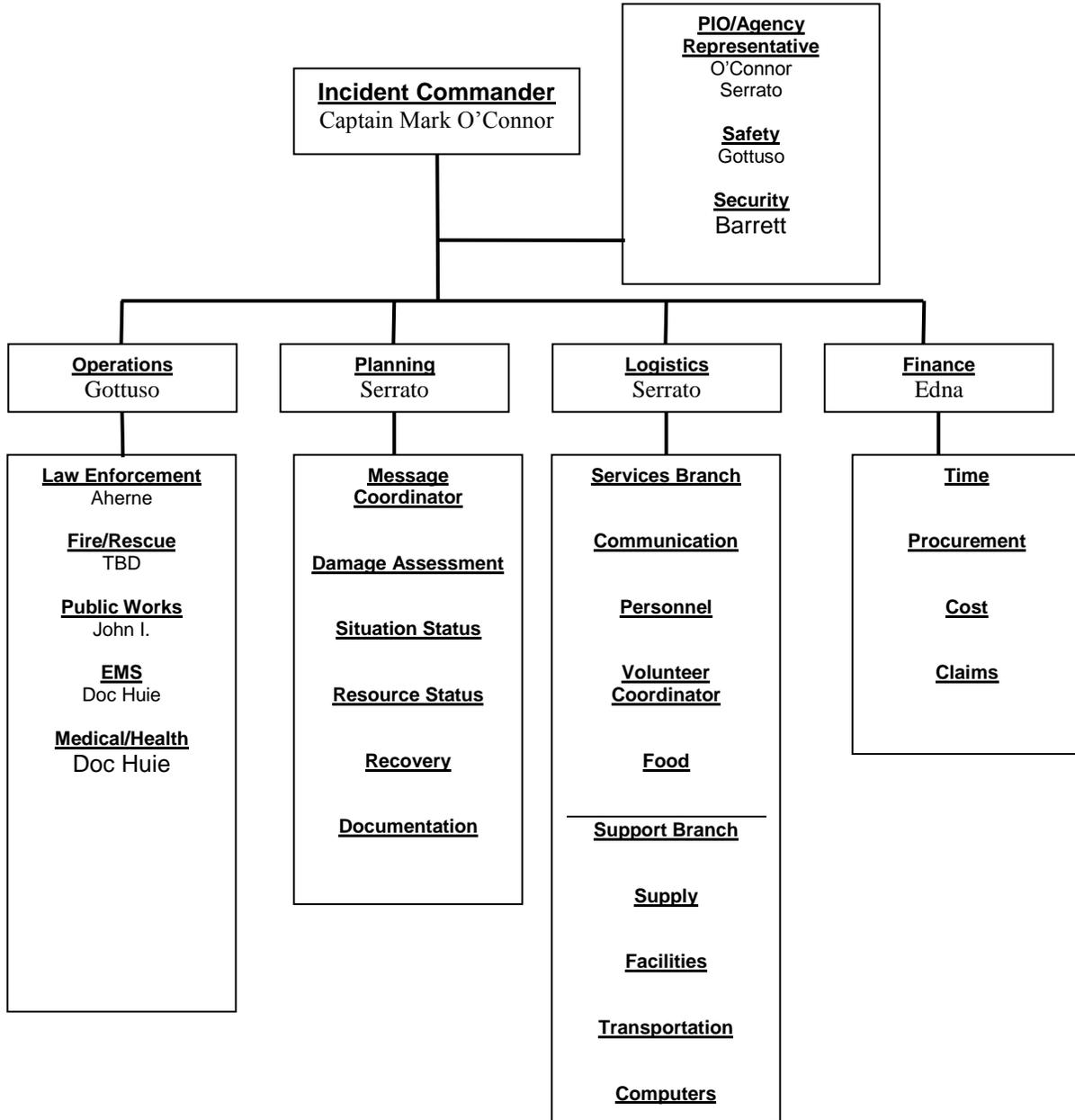
1640 – 1700 Hrs – Ribbon Cutting and Time Capsule

1700 – 1800 Hrs – Cake and Bev Service

1800 Hrs – Crowd Exits and Demobilization

- Incident Briefing

7. Current Organization:



- Incident Objectives		
1. Incident Name: Town of Hillsborough Centennial	2. Date Prepared: 04/26/10	3. Time Prepared: 1625
4. Operational Period (date/time): 04/27/2010 1300-05/05/2010 1900		
5. General Objectives for the Incident: <ul style="list-style-type: none"> • Maintain Public Peace and Order • Safely Close and Reopen Floribunda Ave to Facilitate Event Operations • Respond to Emergencies • Provide Information and Assist Members of the Public Attending Event • Safely and Efficiently Conduct the Celebration to Commemorate the 100th Anniversary of the Incorporation of the Town of Hillsborough 		
6. Weather Forecast for Operational Period: Prediction is for clear skies and 72 degrees		
7. General Safety Message: Watch suspicious activities Take action or report unsafe conditions		
8. Attachments (X if attached):		
<input checked="" type="checkbox"/> ICS 202 Incident Objectives <input checked="" type="checkbox"/> ICS 203 Organization Assignment List <input checked="" type="checkbox"/> ICS 204 Division Assignment List <input checked="" type="checkbox"/> ICS 205 Radio Communications Plan <input checked="" type="checkbox"/> ICS 206 Medical Plan <input type="checkbox"/> ICS 214 Unit Log/Activity Log	<input checked="" type="checkbox"/> Safety Message <input checked="" type="checkbox"/> Weather <input type="checkbox"/> Air Operations Summary <input type="checkbox"/> Human Resource <input checked="" type="checkbox"/> Map/Sketch <input type="checkbox"/>	<input type="checkbox"/> Transportation Map <input type="checkbox"/> Incident Map <input type="checkbox"/> PIO Message <input type="checkbox"/> Press Release <input type="checkbox"/> Phone List <input type="checkbox"/>
ICS-202 Incident Objectives	9. Prepared By: Lt. C. Serrato	10. Approved By: Capt. M. O'Connor

- ICS 203 Organizational Assignment List

1. Incident Name: Hillsborough Centennial		9. Operations Section	
2. Date: 05/05/10	3. Time: 1200	Fire	
4. Operational Period: 05/05/10 1200-1900		Law Enforcement	Capt. Gottuso
Position	Name	a. Branch 1 – Division/Groups	
5. Incident Commander & Command Staff		Branch Director	Serrato
Incident Commander	Capt. O'Connor	Function	Town Hall Event
		Division A	Merch
Safety Officer	Sgt. Barrett	Division B	VIPS
Information Officer	Lt. Serrato	Division C	Food
Liaison Officer		Division D	Archives
6. Agency Representatives		Division E	PD Units
Agency:	Name:	b. Branch 2 – Division/Groups	
BPD	Det. Bob Cissna	Branch Director	Aherne
HPW	John Iaquinto	Function	Parking
HPW	Craig West	Division A	Walnut Lot
BPD SGT FORD OD	Cell/650-924-3245	Division B	North/Crocker
		Division C	Church
7. Planning Section		Division D	Shuttle Stops
Chief	Lt. Serrato	Division E	Signs
Deputy		c. Branch 3 – Division/Groups	
Resources Unit		Branch Director	Barrett
Situation Unit		Function	Traffic Control
Documentation Unit		Division A	Traffic Posts
Demobilization Unit		Division B	High Gate Shuttle Stop
Technical Specialists		Division C	Escorts
8. Logistics Section		Division D	
Chief	Serrato	Division E	
Deputy		c. Branch 4 – Division/Groups	
Supply Unit		Branch Director	Chinca
Facilities Unit		Function	Regular Patrol
Ground Support Unit		Division A	Dispatch
Communications Unit		Division B	Patrol
Medical Unit	Officer Huie	Division C	
Security Unit		d. Branch 5 – Division/Groups	
Food Unit		Branch Director	Iaquinto
		Function	Road Closures/Barricades
		Division A	ECR/Floribunda
		Division B	Walnut/Back Lot
		Division C	
ICS-203 Organizational Assignment List	9. Prepared By: Lt. C. Serrato	10. Approved By: Capt. M. O'Connor	

- Division Assignment List

Division Assignment List		1. Branch: 1	2. Division/Group: Town Hall Event /		
3. Incident Name: H100		4. Operational Period: 5/5 1200-1900			
5. Operations Personnel					
Operations Chief: Gottuso		Division/Group Supervisor: Lt. Serrato / Sgt. Aherne			
6. Resources Assigned this Period					
Duty	Person(s)	Equip.	Cell	Times	Location
Merch	Finance	T/T/S		1500-1700	S Lot/Floribunda
VIPs	LeAnn and Kathy	TBD		1500-1700	Council Chamb
Food and Bev	Linda/Sally/Kristin/Liz/ Rachelle	Knives		1700-1800	IFO PD
Info Tent	Susan/Kari	T/T/S		1500-1400	IFO PD
Photos	Gould/Thornton	Cmra		1500-1900	Event
Town Hall (Interior)	John Mullins				
Archives	Serena and Elizabeth				
7. Control Operations:					
8. Special Instructions: Info tent will also serve as lost and found, volunteer check-in and location to receive first aid					
Prepared by: Serrato		Approved By: O'Connor		Date: 5/2/10	Time: 1730
ICS-204 Division Assignment List					

- Division Assignment List

Division Assignment List		1. Branch: 2	2. Division/Group: Parking			
3. Incident Name: Hillsborough Centennial		4. Operational Period: 5/5 1200-1900				
5. Operations Personnel						
Operations Chief: Gotuso		Division/Group Supervisor: Aherne				
6. Resources Assigned this Period						
Duty	Person(s)	Channel	Trans. Needed	Times	Location	
Walnut Lot	Young	Tac2	No	1445-1180	Walnut Lot	
North/Crocker	PW		Yes	1445-1600	North/Crocker	
Church	PW		Yes	1130-1230	Oakgrove	
Shuttle Stops	PW		Yes	1530-1615	Floribunda Ave	
Signs	PW					
7. Control Operations:						
8. Special Instructions:						
<p>Handicap Parking available next to Town Hall adjacent to Walnut VIP Parking available in Walnut Lot Restrooms available in Town Hall as well as Trailer on North side of Council Chambers (outside) Shuttle Stop signs to be placed at 1200 noon 050510</p>						
Prepared by: Serrato	Approved by: O'Connor		Date: 5/2/10	Time: 1746		
ICS-204 Division Assignment						

- Division Assignment List

Division Assignment List	1. Branch: 3	2. Division/Group: Traffic
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3. Incident Name: Hillsborough Centennial	4. Operational Period: 5/5 1430-1830
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5. Operations Personnel

Operations Chief: Gottuso	Division/Group Supervisor: Barrett Motor #12
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6. Resources Assigned this Period

Duty	Person(s)	Channel	Veh	Times	Location
Motors	Fritzsching/Gonzalez	Tac2	11/14	1445-1900	Floribunda Ave
Traffic Post 1	Tharp/Colla	Tac2	5	1445-1900	Floribunda Ave
Traffic Post 2	Chinca, N	Tac2	/	1445-1900	Floribunda/ High Gate
Traffic Post 3	Chenier	Tac2	3	1445-1900	Floribunda/ Fairway/Pepper
Traffic Post 4	Scatena	Tac2	7	1445-1900	Floribunda/Shar on/Hillsborough
Relief	Fritz	Tac2	4	1445-1900	Rove

7. Call Signs					
*Fritzsching	M17	*Chinca	P12	Gould I1 Arrest and Transport Team	
*Gonzalez	M18	*Chenier	P 3	Young I2 Arrest and Transport Team	
*Tharp	P16	*Scatena	PC4		
*Colla	P13	*Fritz	P9		

8. Special Instructions:					
*Motors to provide escorts into and out of road closure area					
*Tharp and Colla to rove area between road closure and entrance to Town lot to ensure ped safety					
*Scatena to monitor shuttle stop at HillsboroughXSharonXFloribunda Traffic circle in addition to Road Closure					
*Fritz to provide 10-07 relief to all posts					
*Units on OT to take reports that relate to event or occur at event					
*Road Closure ECR/Floribunda to Sharon					
*1500hrs Sign Boards to be moved to North and South Bound ECR to advertize Floribunda Closure					

Prepared by: Serrato	Approved by: O'Connor	Date: 5/2/10	Time: 1746
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ICS-204 Division Assignment	
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- Division Assignment List

Division Assignment List		1. Branch: 4	2. Division/Group: Regular Patrol			
3. Incident Name: Hillsborough Centennial		4. Operational Period: 5/5 0700-1900				
5. Operations Personnel						
Operations Chief: Gottuso		Division/Group Supervisor: Chinca, R				
6. Resources Assigned this Period						
Duty	Person(s)	Channel	Veh	Times	Location	
Patrol #1	Guisti	Primary	2	0700-1900	North	
Patrol #2	Cory	Primary	6	0700-1900	South	
Dispatch	Ralston/Clark	Primary		0700-1900	HPD	
7. Control Operations:						
8. Special Instructions: *Patrol units to monitor cars parked at Church lot on Oakgrove *Monitor Public Works Radio and convey important information to patrol and Town Hall event officers *Dispatch to monitor Primary and Tac2						
Prepared by:	Approved by:	Date:	Time:			
ICS-204 Division Assignment						

– Division Assignment List

Division Assignment List	1. Branch: 5	2. Division/Group: DPW
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3. Incident Name: Hillsborough Centennial	4. Operational Period: 5/5/10 1200-1900
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5. Operations Personnel

Operations Chief: Iaquinto	Division/Group Supervisor: West
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6. Resources Assigned this Period

Duty	Person(s)	# of Persons	Chanl	Times	Location
Road Closure		1	HPW	1500-1830	ECR/Floribunda
Road Closure		1	HPW	1500-1830	Pepper and Floribunda
Road Closure		1	HPW	1500-1830	Sharon and Floribunda
Crocker Shuttle		1	HPW	1500-1830	
Crocker Blacktop Parking		2	HPW	1500-1830	
North Shuttle		1	HPW	1500-1830	
North Lot Parking		1	HPW	1500-1830	
Walnut Lot Assist Parking Walnut at Driveway Closure		2	HPW	1500-1830	

7. Control Operations:

- Maintain Public Peace and Order
- Safely Close and Reopen Floribunda Ave to Facilitate Event Operations
- Respond to Emergencies
- Provide Information and Assist Members of the Public Attending Event

Safely and Efficiently Conduct the Celebration to Commemorate the 100th Anniversary of the Incorporation of the Town of Hillsborough

8. Special Instructions:
 Report the emergency by calling/radioing YOUR SUPERVISOR or 650-375-7470
 Assist the injured person(s) and offer reassurance and comfort.
 If you are trained in first aid, CPR and/or AED you may offer medical assistance within the scope of your training.
 When an emergency situation involves blood or other bodily fluids, **do not touch the fluids without proper personal protection.** Do not move individuals with suspected spinal injuries.
REPORT LAW ENFORCEMENT AND FIRE EMERGENCIES BY PHONE: 650.375.7470
REPORT MEDICAL EMERGENCIES BY PHONE: 650.375.7470

Prepared by: Serrato	Approved by: Lt. Serrato	Date: 05/03/10	Time: 05/03/10
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ICS-204 Division Assignment	
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- Incident Radio Communications Plan

Incident Radio Communications Plan	1. Incident Name: Hillsborough Centennial	2. Date/Time Prepared: 04/26/2010/1600	3. Operational Period: 05/05/10 1200-1800
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4. Radio Channel Utilization

System/Cache	Channel	Function	Frequency/Tone	Assignment	Remarks
Cell Phones					
FRS Two-way Radios (12)	8 - 30	Volunteers			
Kenwood TK-390	Primary	Patrol		Outside Event	
Kenwood TK-390	Tac 2	Event		Parking/Event/Traffic	
Radios	DPW	Road Closure		Maintain Road Closure	
ICS 205 Incident Radio Communications Plan	Prepared By: Lt. C. Serrato				

- Medical Plan

Medical Plan	1. Incident Name: Hillsborough Centennial	2. Date Prepared: 04/26/2010	3. Time Prepared: 1600	4. Operational Period:

5. Incident Medical Aid Station

Medical Aid Stations	Location	Paramedics	
		Yes	No
Informational Booth	At Entrance to Hillsborough Police Department		x
AED	Town Hall Lobby		x
AED in PW Truck at Sharon and Floribunda	Sharon and Floribunda Ave		

6. Transportation

A. Ambulance Services

Name	Address	Phone	Paramedics	
			Yes	No
AMR (American Medical Response)		911 / 650-363-4911 (dispatch)	x	

B. Incident Ambulances

Name	Location	Paramedics	
		Yes	No
N/A			

7. Hospitals

Name	Address	Travel Time		Phone	Helipad		Burn Ctr.	
		Air	Ground		Yes	No	Yes	No
Mill-Peninsula	1501 Trousdale Drive, Burlingame		10	650-696-5400	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SMCO Medical Center	222 W 39 th Avenue, San Mateo		15	650-573-2222	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stanford Medical Center	300 Pasteur Dr, Palo Alto	20	30	650-723-2611	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seton (Daly City)	1900 Sullivan Avenue, DC	20	30	650-991-6892	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kaiser Permanente	1200 El Camino Real, SSF		25	650-742-2000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Medical Emergency Procedures

Report the emergency by calling/radioing YOUR SUPERVISOR or 650-375-7470
 Assist the injured person(s) and offer reassurance and comfort.
 If you are trained in first aid, CPR and/or AED you may offer medical assistance within the scope of your training.
 When an emergency situation involves blood or other bodily fluids, **do not touch the fluids without proper personal protection.** Do not move individuals with suspected spinal injuries.
REPORT LAW ENFORCEMENT AND FIRE EMERGENCIES BY PHONE: 650.375.7470
REPORT MEDICAL EMERGENCIES BY PHONE: 650.375.7470

ICS-206 Medical Plan	9. Prepared By: Lt. C. Serrato	10. Approved By: Capt. Mark O'Connor

Town of Hillsborough – Centennial Event
Public Works - May 5, 2010

Monday - May 3rd

Craig contact Burlingame for Road Closed Message Board on Walnut at Newhall

Inform PW Burlingame of Road Closures.

Tuesday – May 4th

Meeting at the Yard with Mark O’connor hosting for Centennial Event

Assist with table setup at City Hall

Collect Approximately 60 Barricades

Four PW Radios for PD – 1 for John I.

Set Out Barricades - Locations

- 4 @ Floribunda
- 3 @ Town Hall – Walnut Parking Lot
- 6 @ Town Hall – Main Driveway
- 1 @ Highgate Ct.
- 1 @ Floribunda and Walnut Ave.
- 1 @ Fairway Circle
- 1 @ Floribunda and Pepper
- 6 @ Sharon and Floribunda (north and south side of intersection)
- 1 @ Newplace Entrance
- 1 @ Madrone Entrance
- 1 @ Greenview Entrance
- 2 @ Eucalyptus and Floribunda
- 4 @ North School Entrance
- 2 @ Ralston and Eucalyptus East Street corner with DO NOT ENTER sign
- 1 @ Crocker School Entrance
- 1 @ Crocker School

Wednesday – May 5th Event Day 4:00 PM-6:00 PM

Set up trash, recycle and compost receptacles at City Hall

Assist with setup (8) employees at City Hall

PW Trucks with Operator at Locations Below:

- ECR/Floribunda – 1500 – 1830
- Hillsborough/Floribunda – 1500 – 1830
- Pepper/Floribunda – 1500 – 1830
- Pepper/Newhall?

Assist PD and Event Coordinators as Needed

Two employees picking up trash recycle and compost bags into dump truck

After event all employees assist with cleanup

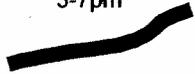
Shuttle Location



Detour Route



Road Closed
3-7pm



Road Closed
to thru traffic



Centennial Celebration Traffic Detour Plan and Shuttle Location Map



CELEBRATION OF A CENTURY
HILLSBOROUGH
100 YEARS OF COMMUNITY

