



## Special Event Guidelines Street Closure and Reopening

**M**oving vehicles are not allowed in a closed venue except when approved as part of a parade or other entertainment feature associated with your event. If a stationary vehicle is part of your event plans, the Fire Marshal requires the keys be removed from the vehicle and kept by the Primary Contact until the event is over and it is safe to drive in the venue area. This requirement includes electric carts, segways, and other vehicles that may be used to provide supplies and services within your venue. Exceptions to the use of vehicles in a venue may be granted by an authorized city representative for public safety purposes. You must indicate the presence of parked cars within your venue as part of your permit application.

If your proposed event will take place in an area where vehicles park, you will be required by the San Diego Police Department to post No Parking signs seventy-two (72) hours prior to your event start time, including set-up. You must verify that all No Parking signs are placed in their correct location(s) a minimum of twelve (12) hours prior to your event start time.

Only a sworn or trained employee of the police department has the legal right to remove a vehicle from a city street or authorize a tow in the public right-of-way. As an event organizer, you must coordinate with the San Diego Police Department for the towing of all vehicles within your event venue prior to the onset of your event activities, including set-up. You will not be allowed to set-up or manage event activities where there are parked cars, even if the area is denoted on your final permit.

You must plan for the closure and reopening of the streets and other areas in which your event will take place. If a city fire marshal, police officer, or traffic controller is present, you must coordinate the closure and opening of streets with these authorities. The City of San Diego has developed the following guidelines to assist in planning for the safe closure and reopening of streets, parking lots or other areas where there may be moving vehicles:

### *Closing a Street*

- Close the street in a systematic manner.



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- Event personnel should be stationed approximately twenty (20) yards apart covering one block.
- Event personnel should politely inform people present in the venue: “The street is being closed to all vehicles.”
- Event personnel shall ensure that appropriate safety equipment is placed in the venue and all vehicles are removed from the venue, including towed if necessary, before allowing pedestrians, event staff, or attendees to move throughout the secured area.
- Event personnel should then move to the next block and take their same positions as the previous block.
- The same procedure is followed as the previous block until the entire venue closed.
- The venue can now be used by event staff and participants.

#### *Opening a Street*

- Open the street in a systematic manner.
- When opening a street, be aware that for the last several hours or days, pedestrians have become accustomed to thinking it is safe to walk in the street.
- Do not simply lift barricades and allow vehicles through.
- Event personnel should be stationed approximately twenty (20) yards apart covering one block.
- Event personnel should politely inform people present in the venue: “The street is being opened to all vehicles.”
- When the block is clear of people on the street and other safety hazards, event personnel may open the street up to vehicular traffic.
- When opening a street, event personnel are to remain stationary until the vehicles are moving into their block.
- Event personnel should then move to the next block and take their same positions as the previous block.
- The same procedure is followed as the previous block until the entire venue is opened to vehicles.