

# Instructions for Ciclovía Salinas barricades volunteers

## **Emergency? Call 911.**

**Other Oct 6 contacts** (text or call—all 831 area code):

Andrea Manzo 521-5048; Natalie Oliver 262-1110; Ana Ibarra 254-3991; Maria Cardenas 998-1187.

**Training with a police officer is required by law.** Salinas PD has extended the courtesy of adding more than one training time on Oct 6, in appreciation for barricade volunteers, and for the convenience of anyone unable to attend prior training. **Please read these instructions in advance.**

You are appreciated. Punctuality is important, to allow sufficient training time and time to reach your post.

If your shift starts at 7 a.m. and you've not had barricade training with Salinas PD, it's necessary to arrive at 6 a.m. at 426 Work St. to be trained. Coffee and donuts will be provided.

If you have a later shift and haven't been trained, your training will be one hour before your shift; call Andrea for your training location.

Those already signed up for barricade duty should have received an Oct 4 email from Andrea with Excel sheet listing hours of your shift. For most people, it also included location where you'll be serving; location of your check-in point (where to go to sign in); and name of your section captain. If you did not receive that, or if anything is unclear, phone Andrea. **If you are unclear about your check-in point, go to the main tent at Alisal & Griffin.** For tips on transportation to the route, and much more, see [resources page http://www.bit.ly/Oct6Salinas](http://www.bit.ly/Oct6Salinas). If you didn't sign up earlier and would still like to volunteer, contact Andrea Manzo by phone: 717-1384.

## **Remember: By law, all barricade volunteers must be trained by a police officer!**

- **When you arrive at your check-in point**, confirm with your section's captain that you've been trained by Salinas PD. (How? There will be a sign-in sheet where you will be asked to initial, verifying that training.)
- **Only responsible adults** (18 and up) may serve as barricade volunteers. Younger teens may contact the Ciclovía Salinas committee (see bottom of page 2) to volunteer for other tasks.
- If there is an **emergency, call 911**—do not simply call for an officer. Be prepared by knowing the street names, etc. where you are stationed, so you're ready to tell that info to the 911 dispatcher.
- **Be vigilant at all times.** Barricade duty is a serious responsibility.
- **Be courteous.** You represent Ciclovía. Bring positive vibes and a helpful manner, so people enjoy the day and want to come again. Being a good ambassador for Ciclovía helps Salinas businesses, residents, visitors, and City officials to fully embrace Ciclovía and be eager for the next one!

## **What to bring on October 6th**

It's suggested these items be in a fanny pack or lightweight daypack you'll be comfortable leaving on your body during your shift. It's recommended that you do not bring a larger pack that you will want to put down.

1. **Sunscreen, hat, sunglasses.**
2. **Water bottle.**
3. **Pad and pen**, in case you need to write out report notes/an incident description. (If there is a "challenging" person, do **not** try to address them yourself; instead, call for an officer.)
4. **Snack.** (Bring your own snacks, as needed. One meal will be provided you.)
5. **Your cell phone.** Volunteers are asked to avoid the distraction of using phone for other purposes while on duty. However, bring your phone in case you need to call 911, an officer, or volunteer coordinator.
6. **Whistle** (optional). While a whistle may be helpful, use it only with discernment. Don't get carried away with your authority as a barricade volunteer.
7. **Folding chair** (optional).
8. **Gloves** (optional) to avoid splinters from handling barricades.
9. **These instructions**, for referral.

(continues on page 2)

## Additional Instructions

- A. **Wearing a reflective/hi-vis vest is mandatory.** Be sure it's not covered by a daypack. A vest will be provided for use Oct 6; return it at end of your shift. You'll also receive a Ciclovía t-shirt, yours to keep.
- B. **Do not leave your post** unless another volunteer (or a uniformed officer) can relieve you.
- C. **Port-a-potties** will be available along the route. It is expected there will be sufficient barricade volunteers (or captains who have been trained) so someone will check in to see if you need to use the bathroom during your shift. If not, it's essential you get a *trained* substitute before leaving your post.
- D. **If an emergency vehicle (police, fire, ambulance, etc.) must enter the route**, a barricade volunteer at that location will need to quickly move the barricade aside. If you're uncertain about your physical ability to do this, **when you sign-in, tell your section captain**, so a physically stronger person can be assigned with you.
- E. **Motor vehicles (other than police, fire, ambulance, etc.) will not be allowed** to travel on the Ciclovía Salinas route. This includes home and business owners, who will have been given advance notice by signage. If someone has an urgent need to use their motor vehicle (e.g., for a medical appointment), there is a chance they may be allowed to do so, but that would only be allowed at the discretion of a police officer. *(It is illegal for a volunteer to direct a motor vehicle crossing the route!)* Also, if an officer does allow someone to take their motor vehicle out, they will **not** be allowed back in with it (**no** in-and-out privileges).
- F. **Detour info.** Drivers stopped at barricades may ask you to provide detour info. As a courtesy, if possible, please be acquainted with alternate streets. The City's Traffic Control Plan/detour map has been approved; [click here](#). It is also posted at <http://www.bit.ly/Oct6Salinas> and a printed copy will likely be at the Information Booth. Knowing detour tips makes you a better Ciclovía ambassador!
- G. **Don't be timid** about use of hand signals—be clear and obvious. For example, if you need to signal someone to stop, raise your hands up high and wide. Make eye contact with the driver.
- H. **Be polite but firm.** Don't count on people doing the right thing—they may not.
- I. **Do not direct someone who must make a u-turn**; they are on their own to do that. If someone does need help with a u-turn (e.g., perhaps an elderly or new driver), call for an officer to help them. Do **not** take on the responsibility of helping someone to safely navigate a u-turn.
- J. **If the way your barricade has been set up** isn't working well, call for an officer to adjust it. Make sure barricades remain in their positions.
- K. **Etiquette on the route.** While not the primary responsibility of barricade volunteers, you may find opportunities to cheerfully help people learn Ciclovía Salinas etiquette, to be followed by all participants on the route, so all have a safe, fun time. Download English [Ciclovía Salinas Etiquette – Share with everyone! \(v6\)](#) or español [Ciclovía Salinas – Reglas de comportamiento y la Ley \(v2\)](#). Any updated versions (Spanish is pending bike valet update) will be at: <http://www.bit.ly/Oct6Salinas>. Printed copies likely at Info Booth.
- L. **Barricades are to be returned at the end of event** to where they were picked up that morning. (Where's that? If you didn't work the set-up shift, ask the volunteer you're relieving.)
- M. **Thank you for volunteering!** Many volunteers are needed to help ensure a safe, successful event. Uniformed officers will be at 4 main intersections along the route. At minimum, the other 16 intersections will each be covered by 1-2 volunteers. Also being observed are 103 other driveways that can potentially allow vehicles onto the street.

**In emergency, call 911.** [General contacts for Ciclovía Salinas](#) (see top of instrux for Oct 6 contacts):

**Phone:** (831) 717-1384 **Email:** [cicloviasalinas@gmail.com](mailto:cicloviasalinas@gmail.com) **Twitter:** [@ciclovía salinas](#)

**Facebook:** [ciclovía .salinas](#) or <https://www.facebook.com/pages/Ciclov%C3%ADa-Salinas/205488466275785>

Facebook event page for Oct 6: <https://www.facebook.com/events/1393155227583584/?ref=22>

### Learn more about Ciclovía Salinas:

- [Ciclovía Salinas Resources:Etiquette, Posters, Route, and More – Spread the news](#)
- [Ciclovía Salinas: Monterey County's Open Streets](#) (what it is—share with tourists and locals)
- [Ciclovía Salinas: 10 Ways to Be Part of the Fun!](#) (volunteer ops and other ways to support this event)
- [Why Support Ciclovía Salinas? Gregg Brady shares his reasons.](#)

Last updates to instrux: 10/6/2013 1:55 AM – These are **FINAL** version of instructions