

# Standard Operating Procedure for Early Period Life Class Area, Gulf Wars SCA Event

Prepared by: Suzanne Sherman, aka Mistress Bridget Edan

May 5, 2024

Purpose: This SOP encompasses the preparation for classes, areas of responsibility and continuation of the Early Period Life (EPL) class area as an organized activity occurring during the Society for Creative Anachronism, Inc. annually scheduled event Gulf Wars.

## Responsibilities:

1. EPL Class Coordinator shall oversee all aspects of the EPL Class Area to include scheduling and execution of classes within the event week. The Coordinator will ensure that set up, daily class activities, and tear down is completed per the Gulf Wars rules and site owner's requirements. The Coordinator will safe guard the continuation of the class area working with the site owner's and the annual War autocrat staff.
2. EPL Duputy Coordinator shall support the class area coordinator as necessary to execute the aforementioned duties.
3. EPL Class Area Sub-Coordinators shall oversee classes for EPL for specific areas of the EPL class schedule to include the smithy, wood shop, neighboring class areas and any other areas of dedicated interest.
4. EPL support crew shall assist with set up and tear down of the class area and structure maintenance.

## Procedure:

1. Class scheduling
  - a) Notify list of vetted teachers 5 months prior to Gulf Wars with necessary details, respond to the emails and ensure classes are confirmed and entered in the schedule template. Ensure any submissions via the War web page class submissions are vetted and scheduled within EPL or communicated to Artisans Row for scheduling as required.
  - b) Communicate with Sub-coordinators to schedule specialty area classes.
  - c) Transfer the classes to the shared calendar and communicate with the War Master Scheduler with updates, progress and any changes.
  - d) Ensure any class changes are updated promptly to the published calendar.
  - e) Update the teacher list as necessary to maintain contact information.
  - f) Locate, make or other-wise acquire a token to thank each teacher.
  - g) Purchase any required class items.
  - h) Gather items for silent auction fund raising.
2. Pre-War on location - Set up and area annual minor maintenance
  - a) Prior to event opening day, clean the class area, set up tables, benches, boundary ropes and banners, post signage and schedule.
  - b) Inspect all structures for safety, complete any repairs and note future maintenance requirements.
  - c) Attend staff meeting and obtain volunteer log sheets.
3. During War – Classes each day
  - a) Walk EPL at the beginning of the day ensuring class areas are open, clean and ready for the day.
  - b) Set up the silent auction table.

- c) Assist teachers and students to their intended class location.
- d) As each teacher starts class, fill out the volunteer log with their information.
- e) Monitor classes and answer any questions.
- f) At some point at the beginning or end of each class, thank the teacher and give them a token (teacher pay).
- g) At the end of the day, pull in the silent auction items, empty the donation box, deal with any trash and close up the buildings.
- h) Turn in the volunteer sheet for the day.

#### 4. War End Clean up and Post War

- a) Store all class gear, pack up all class area items and make a list of what is needed for the next year.
- b) Take pictures of anything that will need repairs soon.
- c) Ensure the site owner is paid for the electrical outlet and roof taxes.
- d) Once home, write and send the after war report to the autocrat team.
- e) Post new pictures on the EPL Facebook page.
- f) Inform Autocrat staff of any SCA War concerns and next year's staff.

#### 5. Inclement weather and emergencies

- a) If an injury occurs, assess the situation, contact appropriate assistance and provide best possible stabilizing first aid until help arrives. Falls and broken things, do not move them, and contact the Watch/Medical Assist/Autocrat staff as appropriate. For life threatening emergencies, dial 911 and then contact the Watch/Autocrat on duty.
- b) For eminent severe weather, see that EPL staff camping is secure and ensure EPL class area has nothing left out in the weather that could be damaged.
  - 1. If severe weather occurs during class time, move people out of the weather and take shelter in the smithy storage building and wood shop.
  - 2. Provide access to the first aid kit and ensure no one needs professional medical care. Alert war staff as appropriate.
  - 3. The EPL team currently includes a former EMT, a retired RN and former military people with advanced first aid skills.
- c) Check adjoining camps and provide aid as needed.
- d) After the weather emergency, check the class area and camp to assess and address any safety concerns.

#### 6. Long term planning

- a) Discussions for long term maintenance, structure planning, and any new business are posted on the EPL Planning page with the EPL support team and class area sub-coordinators. 1. Any new structures must be approved by the site owners and Land for structure approval.
- b) Work weekends for maintenance must be scheduled with the site owners.
- c) Funding for all structures and maintenance is done through donations and is not associated in any way with the SCA or SCA funds.