

PARKING/TRAFFIC DEPARTMENT SOP

Table of Contents

1. Purpose
2. Responsibilities
 - a. Ongoing
 - b. What Needs to be Done
 - c. Three Months Before Event
 - d. One Week Before Event
 - e. Upon Arrival
3. Set-Up
 - a. Parking
 - i. Set-Up
 - ii. Layout
 - iii. Signage
 - b. Traffic
 - i. Set-up
 - ii. Signage
4. Day Before Opening

1. Purpose: The purpose of this SOP is to ensure that new department heads for Parking/Traffic can walk into the position and know how to do the job. Although not the hardest staff position at war, it can be one of the most underappreciated positions. The department head must ensure that deputies know that they may deal with unhappy war attendees.

2. Responsibilities: There are many responsibilities that the Parking/Traffic Department head needs to carry out throughout the year between Wars and leading up to war. It is important to keep up with the tasks so that the department head doesn't fall behind.

a. ONGOING: At the end of one war, begin to prepare for the next year.

- i. Communication lines must be opened with the next year's autocrat. i.e. check email and the Facebook war page frequently, especially as the war gets closer.
- ii. Stay in touch with deputies for both parking and traffic.
- iii. Start working on recruiting the next department head and deputies and early on recruitment.
- iv. Prior to arrival, the Department Head should have a meeting via email, phone, or video, with the autocrats to make sure of the plan to set up the parking areas. The Department Head will need a contingency plan for rainy days, especially for the trolling in area.
- v. Ensure there is an early on crew going right away. They will be crucial for getting the parking lots and traffic signs set up. Put the word to households for covering shifts early on, and offer, if approved, double volunteer points.
- vi. Early on list needs to be provided to the Autocrat when asked for.

b. What Needs to be Done.

- i. Contact the Inventory Department head and get the Parking and Traffic inventory sheets. It should be up to date from the previous year.
- ii. It is recommended to take a picture of the sheet at the end of the war after items are put away.

- iii. If changes need to be made, see if the prior war's inventory form is available. If not, a request can be made to make the changes to the form.
- iv. During the year before the upcoming event, make sure any signs that need to be replaced are ordered and are covered by the budget.
- c. Three Months Out
 - i. Make sure to provide a detailed write-up or any corrections or changes to the Gulf Wars website about the parking rules.
 - ii. Order any replacement signs (if necessary)
 - iii. Start looking for volunteers to help with parking. If there aren't too many, early on is an option. Saturday through Monday, and Friday and Saturday are the crucial days to have additional staff. The rule of thumb will be 5-10 volunteers for the crucial days.
- d. One Week Before the Event
 - i. Get blown-up maps with the parking layout and traffic patterns and laminate.
- e. Upon Arrival
 - i. First day on site (Wednesday), set up camp.
 - ii. On Thursday, check in with the Autocrat team and Inventory to retrieve items from storage.
 - iii. Begin setting up the parking lots and traffic signs.
- 3. Set-Up
 - a. Parking
 - i. After retrieving the necessary items from inventory, begin setting up Parking signs.
 - ii. Coordinate with the Merchant parking staff and see where the boundaries are for merchant parking.
 - iii. Mark out the parking areas with T-Posts and Marking Tape (Lots B and C) and/or marking paint
 - iv. Fix any signs that need to be repaired
 - v. Do painting repairs to the big signs for parking directional signs.
 - vi. There is "no unattached only" parking. If the vehicle/trailer owner needs to use their vehicle, they will be able to park back with their trailer. There will be a lot for small and medium attached trailer

parking (front paddock) parking, with another lot for large, attached parking (Lot A).

- vii. Get with the Equestrians to make sure they are set with their boundaries
- viii. When setting up Parking Lot B, it is very important to make sure rows are clear of where they start and possibly end, this is to prevent triple parking and someone getting blocked in .
- ix. Make sure to walk the lots for hazards. There are large pot or sink holes in the parking areas. Make sure to mark them.
- x. Parking lot A is located in the field around the Merchant Parking. This is the large-attached parking lot.
- xi. Parking lot B is on hill between merchant parking and Deadwood
- xii. Parking lot C is located on the back side of Equestrian parking and extends down to within 100 feet of the burn pit. Make sure to mark this area as a no parking vehicle do not enter.
- xiii. Merchant parking is marked and managed by merchant staff.
- xiv. Parking lot D is the Handicapped parking and is located in the upper paddock.
- xv. Day tripping parking is located by the north gate (Entrance)
- xvi. Staff parking is located in the field near the Royal condos, inside the fenced area.
- xvii. Royal parking is located directly in front of the fence and on the roadside of the condos. Only two vehicles per condo are allowed. The rest need to park behind the condos.
- xviii. Parking vehicles on the road around the back of the cabins will not be allowed because it takes up space for the procession (see map).

b. Traffic

- i. After retrieving the necessary items from inventory, begin setting up Traffic signs.
- ii. Ensure that One Way, Speed Limit, and Loading/Unloading signs are posted
- iii. Coordinate with the Department Lead to ensure signs are set up in the proper areas.

THE DAY BEFORE OPENING

Carts will arrive along with radios, if you have a deputy who is early on you both will be assigned a cart for the first 3 days of war then you will only have one, depending on site needs for carts.

Go and check out your cart and radio, if your deputy is onsite as well, have them get a radio and cart too. If they are not then they can get it upon arrival and post settle in.

Very important that you keep your battery on your radios charged and on loud and your cell phone available.

AT 6PM every evening you will need to bring in your cart(s) for servicing.

DEPARTMENT HEAD MEETING AT 7PM (OR WHEN TOLD TIME BY AUTOCRAT)

HAVE a meeting with your volunteers and have them assigned to lots. You will need several shifts up to dark. NO PARKING IN ANY OF THE LOTS AFTER DARK, TOO DANGEROUS. **Parking closes at dusk or 6:30 PM nightly, whichever is later.**

RAIN DAY CONTINGENCY.

If it rains on opening day, which it can, parking will be a bear in all of the lots. If it gets very bad, have all who are already in camps setting up, stay until it is announced safe to go to the lots. Use of cry heralds is very efficient.

After the rain stops, you and your deputy and the signage deputy, need to go out and check lots, traffic on the road within camps, and signs to make sure they have not been knocked down or washed away.

OPENING DAY

Have parking lots assigned to volunteers so that they can help people get parked appropriately to maximize the lots for as many as 3000+ vehicles. Pull from the various groups for help. ON SUNDAY, THE SCHEDULE IS THE SAME AS OPENING DAY.

Monday and Tuesday will be busy and having the appropriate amount of personnel to man the lots will be important.

Throughout the first few days it is very important to check the parking lots multiple times.

If a parking situation arises, and you cannot reach the parties involved, you will need to notify the Watch and a tow truck will be called.

FRIDAY BEFORE END WAR END

During the day, remove any non-needed signs and get them inventoried.

Again, the traffic flow will need to be monitored and if it has rained the parking lots could be a problem. A tow truck or tractor may need to be called.

Finish removing and putting in the storage unit, rest of signs. Leave until the last day the exit signs.

ON SATURDAY OF DEPARTURE

Remove, store, and finalize the inventory of the tools, storage boxes, and final signs.

ATTEND THE CLOSE OUT MEETING IN THE MAIN HALL.

HAVE A SAFE TRIP HOME.