

STANDARD OPERATING PROCEDURES FOR CITY TO THE SEA VOLUNTEERS

Pre-Event Training –

All City to the Sea traffic volunteers are required to attend a 60 minute briefing with San Luis Police Department Staff Sergeant, Janice Goodwin, and watch a volunteer video regulations YouTube video, one week prior to the City to the Sea event. Orientations have been established on the following dates:

1. TBD
2. TBD
3. TBD

Pre-Event Volunteer Checklist -

- Meeting – On one or more of the pre-event training date listed above
- Issuance of Safety Vests – Safety vests must be worn at all times while stationed, for the duration of the race. Safety vest pick up locations are as follows.

<u>Pick up Location:</u>	<u>Volunteering at/on:</u>	<u>Between:</u>	<u>Time:</u>
Union Bank	Higuera Street	Osos Street and LOVR	6:00 a.m.
Johnson Ranch	Higuera/Ontario Road	LOVR and San Luis Bay Drive	6:15 a.m.
SLO Creek Farms	San Luis Bay Drive	Ontario and/on Monte Road	6:30 a.m.
Avila/Shell Beach Intersection	Avila Beach Drive	Monte Road and Spy Glass Drive	6:45 a.m.
Dinosaur Cave Park	Shell Beach Road	Spy Glass Drive and Windsor Rd	7:00 a.m.

- Station Assignment – Volunteers are notified of their station assignment along the course up to two weeks prior to the event date. Each intersection will have 2 or more personnel stationed for the duration of the event, or until such time San Luis Police Department or California Highway Patrol free you of your volunteer responsibilities.

During Race Procedures –

1. The primary responsibilities of each volunteer is to advise motorists of the following:
 - a. Advise the motorist that a running race on South Higuera is in progress, between Osos Street in San Luis Obispo, along frontage streets to Dinosaur Caves Park in Pismo Beach.
 - b. Ask the motorist what their intended direction of travel is
 - c. Advise the motorist to drive slowly and cautiously, alert to the event runners and to turn on their vehicle headlights.
 - d. Advise the motorist to obey all race officials and police officers stationed along the race course.
 - e. Thank the motorist for their cooperation

2. Barricade volunteers will have to handle the following traffic control matters:

For motorists attempting to gain access to South Higuera between 6:30 and 8:30 a.m. Advise them all roads intersecting downtown will be closed between 6:30 and 8:30 a.m.

For motorist attempting to gain access to South Higuera. Access can be made from the Northbound Hwy 101, exit 198, Higuera Street.

For motorists attempting to gain access to residences along Ontario Road and Monte Road an address for these locations must be provided to gain access.

For those living on these routes, advise the motorists of items 1 (a) through 1 (e) above.

For those who cannot show proof of residence on these routes, access must be denied. If their wish is to go all the way through on South Higuera past Los Osos Valley Road they must choose an alternate route.

Persons claiming the need for emergency access issues, volunteers should contact a California Highway Patrol officer for response or escort for access.

Volunteers must not attempt to prevent access by standing in the way of the vehicle (or other methods) that may put the individual at risk.

If an aggressive or abusive motorist fails to follow your directions, remain at your assigned position and advise either a police officer or even coordinator of the situation.

Do not, under any circumstances, attempt to physically restrain a motorist unwilling to follow your directions.