



June 22, 2008

**MANUAL AND FINAL REPORT  
DECEMBER 2008**



**KAISER  
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### **Appendices**

#### **Sponsors and Grantees:**

<b>U.S. Environmental Protection Agency</b>	<b>NW Health Foundation</b>
<b>Kaiser Permanente</b>	<b>Weir Cyclery</b>
<b>Fred Meyer</b>	<b>Nossa Familia</b>
<b>Metro's Drive Less, Save More</b>	<b>Grand Central Baking</b>

**City of Portland Commissioner of Transportation Sam Adams**  
**Sue Keil, Director City of Portland Office of Transportation**  
**Lavinia Gordon, Director, Transportation System Management**  
**Marni Glick, Division Manager, Transportation Options**  
**Linda Ginenthal, Program Manager, Sunday Parkways**  
**Rich Cassidy, Senior Planner, Sunday Parkways**  
**Janis McDonald, Volunteer Manager, Sunday Parkways**  
**Mary Dziejewczynski, Community Cycling Center, Sunday Parkways**  
**Susanna Bee, Volunteer Coordinator**  
**Marc Bubar, Volunteer Coordinator**  
**Carolina Iraheta Gonzales, Volunteer Coordinator**  
**Dianne Riley, Volunteer Coordinator**  
**Daneille Booth, Abra McNair, Andrew Pelsma – Bicycle Deliver Support**



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## **Background**

The idea for Sunday Parkways came largely from Bogotá, Columbia, where, every Sunday, the city shuts down 70 miles of major roads so that people can walk, bike, roller blade, run, etc. without cars. It has since become a major community event with 1.5 million people enjoying the street closures on an average weekend. Over 15,000 residents joined the City of Portland on June 22, 2008, when the concept was piloted on a six-mile route in North Portland.

The concept of Sunday Parkways was a perfect match for Portland as it highlights Portland as a walkable and bikeable city. Cities around the country and in this region have come to expect Portland to lead with smart innovations and ideas. Health, transportation, air quality, environmental, recreation, community building, and public safety interests all benefit when Sunday Parkways are implemented. From Portland's extensive polling and research on the barriers and motivations for bicycling, most new transportation cyclists start as recreational riders. Providing recreational opportunities on-street in a low- or no-car environment are key to changing transportation behaviors.



## **Project Goals**

The primary Sunday Parkways goals were to:

- Reduce auto trips and improve air quality
- Increase the health and activity of residents
- Increase awareness of global warming and the role transportation plays

- Increase neighborhood awareness and raise acceptability of bicycling and walking as modes of travel
- Increase trips by walking and biking
- Increase neighborhood mobility and livability
- Create community within neighborhoods
- Provide residents an opportunity to discover and appreciate neighborhood Parks

Specific goals for the event included to:

- Reach all residents at least three times with messages about Sunday Parkways and messages related to global warming, air quality, and transportation options through media, mailings, internet, and email venues - Met
- Recruit 7,500 participants to walk, bike, skateboard, roller skate/blade and wheel (wheelchairs) – 15,000 participated
- Involve all neighborhood associations and other community and environmental organizations in the planning of the event - Met
- Reach all area residents within two blocks of the selected route at least five times with Sunday Parkways messages - Met
- Place five media stories in area papers, newsletters, radio and television outlets – Exceeded
- Engage over 400 volunteers to help with planning, traffic control, and other event logistics – Only needed 225 volunteers



What follows is an outline of the steps and considerations PDOT undertook for Sunday Parkways in Portland. It is hoped that other jurisdictions and organizations can use this as a guide in planning and implementing their own Sunday Parkways/Ciclovia events/programs.

### **Steps for Success**

#### **STEP 1. Community and Resource Assessment:**



Investigating the methodologies and strategies used by other cities to staff, fund, plan, and implement a Sunday Parkways event was the first step. Each of the “Sunday Parkways” organizers approached the project in different ways based on their own community and how things get done in that jurisdiction. Chicago has used the organizing community model to persuade and engage the neighborhood residents of the merits to then garner political and agency support.

Before embarking on a Sunday Parkways project in Portland, a clear-eyed assessment of the community attitude, perceptions, and tolerance was done by City staffers. Portland’s Bridge Pedal event held every August closes 25 plus miles of roadway – including two portions of the Interstate Highway for riding and walking. Having this event be a recurring success with overflowing crowds helps demonstrate the support and hunger for more open street events. This also helped gain political, agency and organizational support.



Community assessment also took the shape of garnering key leaders that have a recognized community clout AND who are willing to use their resources (people, cash, and/or personal and political capital) to make this project a success. Having a significant start on available people, cash, and community leadership must be secured before moving to step 2.

**STEP 2. Political, Agency and Organizational Support:**

In Portland, City staffers had heard of Ciclovias and sought out information from online sources and conferences on how to proceed. From there, City staff consulted with a variety of key individuals to line up support to move forward to the community.



There are five key components that were articulated so that the political, agency and stakeholder organizations would support Sunday Parkways:

- Goals and event purpose – These speak to the variety of benefits and outcomes including health, environment, transportation options, community cohesion, and livability.
- Traffic control/safety – Police, Traffic Engineering, and permitting agencies were brought into the process early to determine how to overcome logistical and traffic concerns.
- Funding possibilities – As budgets got tighter, providing a mechanism to leverage community sponsorship with City dollars was imperative. Kaiser Permanente (\$20,000) was an early adopter along with Fred Meyer (\$7,500). A grant for funding was submitted to EPA.
- Key early supporters/sponsors that are interested – Finding a community partner with clout, who was identified in the assessment phase, to come to the table, literally or through communications, with agency leadership was helpful as well. In Portland, the Bureau of Transportation System Management Director championed this project with City of Portland leadership.
- Presenting community assessment and resource assessment from Step 1.





#### STEP 4. Budgeting and Planning:

With a draft route and some basic support from agency and political leadership, a draft plan with a timeline and budget was developed. Plan elements for Portland included all the steps outlined in this document. While the initial plan was greatly altered by the end, the plan gave the framework to help identify key decision-making points and bottom line goals and tasks that needed to be met to move forward.

A detailed budget was developed that addressed the four major areas:

1. Logistics and traffic control including police and police overtime, barricade rentals/procurement and delivery, signage, street closure and parks permits, traffic control planning, and volunteer training
2. Outreach including meeting expenses, flyers, mailers, door hangers, maps, posters, lawn signs, translation services
3. Day of Event expenses including tents, tables, chairs, entertainment, sound, staging, supplies, dumpsters, porta-potties, emergency vehicles, volunteer packets, food/water and t-shirts, and photography
4. Staffing including project manager, organizers, day of event parks and logistics support, volunteer coordinators and volunteer support delivery staff.

#### STEP 5. Partnership/Sponsorship/Grant Development:



Partnership development within the community was a key requirement for success. Portland chose to create an initial steering committee made up of representatives of the wide variety of organizations, businesses, and agencies that were interested in assisting. Though in the early planning stages, a partnership had already been developed with Kaiser Permanente, our major sponsor. Additional partnerships were sought with any number of businesses, neighborhood and business associations, churches, schools, health coalitions, environmental organizations, media outlets, and other community organizing groups. Sponsors/Granters included:

- EPA Mobile Source Grant
- Kaiser Permanente
- Fred Meyer
- Metro's Drive Less, Save More
- NW Health Foundation
- Weir Cyclery
- Nossa Familia
- Grand Central Baking

**Drive less. Save more.**  
[www.DriveLessSaveMore.com](http://www.DriveLessSaveMore.com)

These steering committee members, partners and sponsors were asked to assist with the following:

- Funding both with cash, in-kind, and staff support

- Organizing activities along the route and in the parks. (See section below on event activities)
- Promoting the event through publications, emails, websites, at meetings and with community leadership
- Recruiting volunteers

STEP 6. Agency Coordination

There were many agencies that were a part of making Sunday Parkways a success. In Portland, the city’s Bureau of Revenue houses a standing committee that meets all year to work with non-profits, businesses and community groups to manage events where streets are closed. This included needed liability and other kinds of insurance that were necessary. With food vendors in the streets, the city’s Bureau of Parks and Recreation did not require a Parks food vendor permit. The organizations that were included in this committee were:



- Revenue Bureau for permitting and coordination with other event scheduling
- Portland Police
- Traffic Control Engineering (see traffic control section below)
- TriMet (Transit)

Additional agencies included:

- Parks and Recreation for permitting activities in the parks and parks clean up prior to the event. They also coordinated closure of community center activities at the Overlook House so no weddings or events conflicted with the event.
- Bureau of Maintenance for securing, dropping-off and picking-up barricades. They also performed a street sweep on the route a few days beforehand.
- Community Environmental Services at Portland State University participated by helping arrange recycling.
- Oregon Department of Transportation was notified since the event crossed an interstate highway.

STEP 7. Community Organizing and Outreach:

Community involvement and outreach efforts were critical to truly making this a successful community event. Staff attended neighborhood and business association meetings, talked with local community groups, and met with affected and interested parties as a major component early within the planning stage. The purpose of this outreach was to get their support and get ideas on whom else to contact and include. Additionally, all households in the area received mailings about the events and those directly along the route(s) got two door hangers.



Outreach extended to:

- Neighborhood Associations and District Coalitions
  - Arbor Lodge Neighborhood Association
  - Boise Neighborhood Association
  - Humboldt Neighborhood Association

- Northeast Coalition of Neighbors
- North Portland Neighborhood Services
- Overlook Neighborhood Association
- Piedmont Neighborhood Association
- Community groups – traditional and non-traditional
  - African American Outdoor Association
  - Bicycle Transportation Alliance
  - Community Cycling Center
  - Elders in Action
  - Hands On Portland
  - Oregon Kickball Club
  - Our United Villages
  - Rose City Roamers
  - Self Enhancement, Inc. (SEI)
  - Shift
  - SOLV
  - Willamette Pedestrian Coalition
  - Wonders of Walking
  - And area churches
- Community businesses
  - Weir Cyclery
  - Bike Gallery
  - Foot Traffic
  - Fred Meyer stores
  - Kaiser Permanente
  - New Seasons Market



- City, Regional and State Politicians, Agencies and Committees
  - City of Portland Bicycle Advisory Committee
  - City of Portland Pedestrian Advisory Committee
  - Commissioner Sam Adams
  - Drive Less, Save More
  - Marie Smith Health and Social Center
  - Oregon Department of Transportation
  - Portland Community College
  - Portland Police Bureau
  - Safer Routes to School
  - TriMet
- Towards Carfree Cities Conference
- Neighborhood papers
  - Asian Reporter
  - Skanner
  - Daily Journal of Commerce
  - Portland Tribune
  - Willamette Week
  - Portland Observer
    - El Hispanic News
    - Portland Mercury
    - The Sentinel

In addition to notifying groups for volunteer recruitment and event promotion, all these entities were encouraged and assisted in brainstorming and planning their own activities.

**STEP 8. Collateral Material:**

An eye-catching logo and design was developed that highlighted walking, bicycling, the natural environment, and neighborhood homes. This design was incorporated into all signs, printed materials and communications. Collateral



material developed for this first Sunday Parkways was designed with the thought that it would be used again in future events. PDOT's budget included:



- Street banners at key locations on the route and at the parks
- Lawn signs for households only along the route
- Small 1" buttons
- T-shirts for volunteers and staff

Ideas for next year include:

- Posters for shop and home windows
- A-boards for business corridors

#### STEP 9. Traffic Control:

To make this event safe for participants and motorists alike, extensive traffic control plans were developed and carried out. This required the participation of the Portland Police coupled with many event volunteers, and the careful placement of barricades, traffic and notification signage, permits, and street striping. A sample intersection map and instructions is attached. This intersection map identified the specific locations for barricades, signage and how to set up and take down the barricades.

A detailed map was prepared by traffic engineering staff for the Maintenance Bureau for barricade pick-up and drop-off. Additional maps were made for Portland Police officers and supervisors with the 14 locations for crossing Sunday Parkways and lists of key Sunday Parkways staff with phones to resolve conflicts and issues on-site.

All traffic including buses, light rail and cars were directed by police to cross the Parkways at designated intersections. Each volunteer located at an intersection was given the closest crossing so that they could let motorists know where to cross. As the City of Portland and Bureau of Revenue team routinely close streets for other events, the traffic control went very smoothly and seamlessly with few complaints from motorists needing to get around near or across the route.



There were some on-route "traffic situations" that needed to be addressed as the crowd thickened and some cyclists cut corners creating conflicts with other cyclists and walkers alike. There were a few bumps and scraps but no serious injuries were incurred. The ambulance secured for the event was not needed.

STEP 10. Communications Strategies:



**Domingo, 22 de junio  
8am a 2pm**

Las familias tendrán la oportunidad de participar en muchas actividades divertidas, tales como:

- Circus Casacadia dará clases de malabarismos y enseñará a caminar sobre zancos en el parque Arbor Lodge Park
- Clases y demostraciones de Hula Hoop en el parque Península Park
- Salto de comba en el parque SEI/Unthank Park
- Vea el nuevo tiranosaurio bebé animado en tamaño real y otros animales provenientes del zoológico del equipo Zap de Oregon en el parque Península Park
- Rodeo de bicicletas para niños (en total seguridad) presentado por el Community Cycling Center en el parque Península Park
- Prueba de cascos de bicicleta para niños y venta (tentativo)
- Únase a la ruta a través de uno de los parques ubicados a lo largo de la senda: Arbor Lodge, Península y Unthank

**[www.GettingAroundPortland.org](http://www.GettingAroundPortland.org),  
click on Sunday Parkways**

**PARA MÁS INFORMACIÓN**

ingrese en [www.GettingAroundPortland.org](http://www.GettingAroundPortland.org) y haga clic en Sunday Parkways; o bien entre en contacto con Timo Forsberg por el 503-823-7699, [timothy.forsberg@pdxtrans.org](mailto:timothy.forsberg@pdxtrans.org)



*Lea el dorso.*

of door hangers, staffers knocked on doors to distribute the 200 lawn signs along the route.

Postcards and flyers in English and Spanish were distributed encouraging families to join in the fun. Another flyer was targeted at the senior population as well. Community centers, libraries, coffee houses, panadarías, and other small businesses, senior centers and apartments in the area received a small stack for distribution. Some schools in the area also publicized the event through school newsletters and flyers.

A news release was sent out and printed in the major newspaper in the state, The Oregonian. They ended up writing six separate stories about Sunday Parkways including two front page stories and a glowing editorial on the Tuesday after the event.

There were a variety of methods for reaching participants and area businesses and neighbors. See the Community Organizing and Outreach section above for lists of groups that were involved.

Six months prior to the June 22<sup>nd</sup> event a mailer was sent to 13,000 households in the area surrounding the route. The mailer notified them of the proposed route and invited them to attend one of two open houses held in February 2008. Those 1500 households located on the route itself or one block off the route also received a door hanger. Organizers worked with Americorp members in Portland to have this activity as their Martin Luther King, Jr. Day community outreach activity.

A mailer to the same 13,000 households was sent in the final month before the event highlighting the activities and showing the route and where to cross the route. This was followed up with a second door hanger to those along the route the week before. With the distribution

Working with the mainstream media was instrumental in getting participants to come join in as well as letting area residents and businesses know about the route and traffic concerns. All network television stations ran stories before the event and also did a follow-up story. Several radio stations ran stories as well.

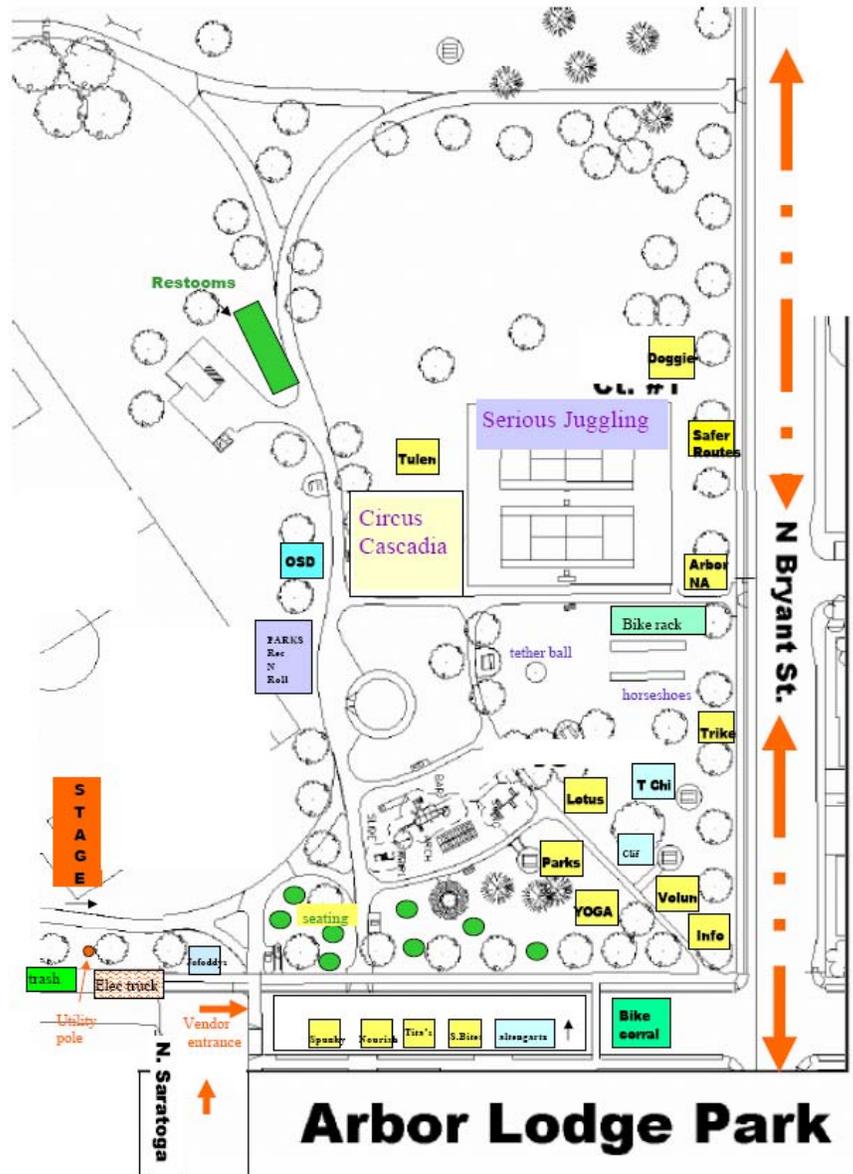
Posters and advertising were originally budgeted and planned but proved to be too expensive for this round.

**STEP 11. Event Logistics**

There were a host of things that needed to be put in place to accommodate the participants, vendors, entertainment and volunteers. A detailed map of each activity area was developed with locations for specific vendors, activity vendors, porta-potties, dumpsters, recycling, access to electricity, tables for check in and information, bike and valet bike parking, stages and any access issues. Solar sound equipment was secured for one of the stages.

The Bureau of Maintenance delivered small stacks of barricades to street corners along the route which the volunteers put up. Police checked on the placement and ensured that all roads were blocked off just before the opening time at 8:00 a.m.

Folding chairs were to be provided to volunteers at their intersections. Most volunteers stood or sat on the curbs at their intersection.



STEP 12. Event Activities:



Planning for the many activities to be held at parks along the routes is required to make this a fun event for people of all ages.

All groups and organizations were required to include physical activity as part of their participation. The Drive Less, Save More group had pedicabs along the route for their representatives to hand out brochures. The Office of Sustainable Development held roller cart races with their new recycling and compost bins. The Oregon Zoo came out with their petting zoo and their mechanical T-Rex display to highlight the need to stop burning fossil fuels (his former relatives).

Neighborhood organizations hosted jump roping, horseshoes, pick-up basketball, kickball, tetherball, guided walks and much more. The Rose City Roamers, an area Volkswalk group, kicked off activities with a 200-person walk at 8:00am.

Limited entertainment was hired including a children's circus, a few bands, DJ and juggling lessons. The Portland Wheelman and Sorella Forte hosted bicycle helmet fittings, a sponsored \$5 bike helmet sale, and The Community Cycling Center had on-site bike-mechanics. Volunteers led a tango dancing demonstration, senior yoga, and Tai Chi. A local bicycle dance troupe, The Sprockettes, performed to large crowds in their pink and black costumes.

Kaiser Permanente gave out pedometers to participants. The Bike Gallery hosted a mechanic and information station along the route. The Bureau of Maintenance, along with Transportation Options, had a Bike/Truck safety demonstration where cyclists got a chance to sit in a large truck to see just what a truck driver can and can't see. TriMet brought a bus on-site and conducted travel trainings. There was even a doggie rest stop with pet activities.

Safer Routes to School organized escorted rides with extra bicycles from two of the four activity areas. Other groups put together bicycle rides to get to the event including a Superhero's for Bike Safety Awareness ride.



Food vendors were located in the streets. They were solicited from the immediate neighborhood as much as possible. Alberta Food Co-op also had a presence. Clif Bar gave out samples. There were a couple of food vendors who were either on bike or on foot selling ice cream and coffee. Lines were long, and vendors ran out of food as the number of participants far exceeded any initial expectations. All food vendors were required to have food vending licenses. No other permits were needed.



There were a few entrepreneurial types that pulled out their items for an impromptu garage sale and lemonade stand along the route. The Bicycle Transportation Alliance gave out 500 hot dogs to riders and walks as the BTA Executive Director's house was on the route.

To get ready for the 8:00 am start time, staff marked out vendor spots along the route near the parks with duct tape the night before. Logistics for cart delivery and exits were planned and executed allowing easy access to the services and space the vendors may have needed. The tape and garbage was removed to the rented dumpsters at the end of the event at 2:00pm.

#### STEP 13. Volunteer Management and Recruitment

Throughout the year of organizing and publicizing Sunday Parkways, volunteers were recruited to help with the event. They could sign up online, call in, email staff, send in door hanger postcards, and sign up at community meetings and open houses. In all, 253



people signed up to volunteer. As it turned out, 222 actually volunteered on the day of for a total of 888 volunteer hours. This is an extraordinarily high retention rate.

Volunteers came from the neighborhoods, Allied Insurance, Aetna, Nike, City of Portland, Willamette Pedestrian Coalition, Bicycle Transportation Alliance, Sorella Forte, Community Cycling Center, Revolver Bicycles, and The Table.

A volunteer training and "day of" packet was developed and distributed at the trainings. Volunteer job descriptions were written so that people could choose the jobs that suited them best. They could be intersection volunteers, staff the information table, set up and clean up on the parks, or be a go-fers or bike mechanics. Two trainings were held the week before the event and gave the coordinators the opportunity to meet the volunteers,

give them some history and explain how the day would go, especially their roles and responsibilities that day.

Most were needed to be intersection volunteers; their job was to set up or take down barricades at their intersection at 8:00am and 2:00pm, respectively, direct motor vehicles who needed to cross the route to the nearest crossing where police were located, guide residents who live along the route to drive on and off the route, and to encourage and help participants. They were given a bag with information and a map on their intersection, volunteer instructions with phone numbers to call, 5 event brochures with the route map and scheduled activities, and some sidewalk chalk. The sidewalk chalk was a big success. Some also had a tally sheet to count participants on the route. Many added some needed “traffic control” arrows on the street plus had something to occupy themselves with as most volunteers did not encounter many cars or things to take care of during their shift.



Three bike delivery staff with trailers distributed snacks and water to volunteers along the route donated from: Nossa Familia (coffee beans), Grand Central Baking (sweet breads, cups, etc. plus they brewed the donated coffee) and Kaiser Permanente (bottled water).

**STEP 14. Evaluation and Performance Measures:**

With an estimated 15,000 participants at the first Sunday Parkways and the overwhelming positive comments, media, agency and political attention, it is safe to say that Portland is poised to continue this program in the next year. There were three methods for evaluation that were conducted: a participant tally, pre-and post-phone surveys, and qualitative evaluation from participants.

**Participant Tallies:** The day began with light drizzle and cold temperatures. It was unclear how many people would show up that morning. As the day progressed, it was evident that our problem was going to be congestion on the route more than too few riders, walkers and revelers.

Ten intersections were designated to have volunteers conduct participant tallies. They counted participants in a specific 10 minute period once each hour. With those tallies and an estimate of people doing activities in the parks, it was determined that 15,000 people enjoyed Sunday Parkways that day.

**Phone Survey:** Community awareness of Sunday Parkways and air quality issues including global warming and peak oil was measured using statistically significant,

random telephone surveys of 1,200 Portland residents. In September 2007, PDOT conducted a large survey to gauge both awareness and use of transportation options; questions directly related to Sunday Parkways and global warming were included in the baseline survey. A follow-up survey was administered in September 2008 where program-related questions were repeated to a new, randomly selected sample of 1,200 Portland residents.

Given the large amount of media and outreach conducted for this project, it is expected that there will be a significant shift in awareness of air quality issues among Portland residents and an increased likelihood of behavior change stemming from the increased knowledge of global warming and peak oil. The survey results are in the process of being compiled and analyzed by Portland State University's Initiative for Bicycle and Pedestrian Innovations (IBPI) and will be completed in January 2009.

Qualitative Evaluation: Through a variety of venues, participants, neighbors, businesses, community organizations and partners all were solicited for their feedback on the event, event messaging, and on future events. These comments, suggestions, and inquiries were overwhelmingly positive. Of the 41 letters sent to the City Commissioner for Transportation after the event, 40 were positive and 1 was not supportive. The non-supporting commenter was provided by someone who did not live or work in the City of Portland.

Here are a few of the dozens of comments received:

"In today's world where gas is \$4.25/gallon and we find ourselves increasingly isolated from our neighbors, car-free streets make an important statement to our community; they remind us that the benefits of conservation not only fatten our wallets, but reverberate through our community, enhancing quality of life, neighborliness, economies, and clean air."

"Thank you so much for the hard work planning and implementing this event. We enjoyed ourselves very much and it was so nice to see so many happy folks enjoying themselves, too. I noticed that even the police officers were smiling as we bicycled by!"

"I've lived on North Wilbur Avenue for 15 years but never felt so at home in my own neighborhood before. The thing that most impressed me was the combination of pedestrians and cyclists of all ages owning their streets, utilizing the street as part of their living space. I cannot overemphasize how liberating it was to travel about my own neighborhood without fear of being run over by an automobile."

"I loved it! I live right off of Bryant Avenue on Boston Avenue and did not feel at all inconvenienced. It was one of my happiest days in the city."

"It was really spectacular, and just for a moment we all felt like family. A reminder of why Portland is such a great place. Thank you for making it even better."

"I would like to just let you know how much our family enjoyed Sunday Parkways. It gave us a chance to know our neighbors better and explore the streets in a safe way. Can you please make this a monthly event? It doesn't have to have the bells & whistles, but just the closed off road loop would be great."

## **Tasks for Sunday Parkways Planning for 2009**

What follows is an outline of tasks for planning Sunday Parkways for 2009. The timeline incorporates lessons learned and suggested improvements.

### **October 2008**

Draft project work plan and budget  
Draft logistics and traffic control for route  
Present proposals to Commissioner  
Begin soliciting sponsorships  
Explore draft routes

### **November 2008**

Finalize Work Plan  
Begin neighborhood & community group outreach for routes and involvement  
Continue soliciting sponsorships  
Draft routes for neighborhood reviews  
Begin Permits and Traffic staff discussions

### **December 2008**

Continue soliciting sponsorships  
Cont. work with neighbors and groups  
Submit permit applications

### **January 2009**

Continue soliciting sponsorships  
Cont. work with neighbors and groups

### **February 2009**

Continue soliciting sponsorships  
Continue neighborhood and business association meetings  
Send mailer out to route residents  
Begin soliciting vendors & activities  
Recruit for hiring Sunday Parkways staff

### **March 2009**

Begin volunteer recruitment  
Cont. soliciting vendors and activity leaders  
Finalize routes and traffic control plans  
Finalize Sponsorship MOUs

### **April 2009**

Continue volunteer recruitment  
Cont. soliciting vendors and activity leaders  
Draft participant printed materials  
Recruit for hiring Volunteer Coordinators

### **May 2009**

Continue volunteer recruitment  
Finalize vendors and activities for brochure  
Hire Volunteer Coordinators  
Distribute collateral and outreach materials  
Send out press release

### **June 2009**

Distribute reminder door hangers  
Continue media outreach  
Conduct volunteer trainings  
Hold First Sunday Parkways event  
Survey volunteers and participants

### **July 2009**

Distribute reminder door hangers  
Continue media outreach  
Conduct volunteer trainings  
Hold Second Sunday Parkways event  
Survey volunteers and participants

### **August 2009**

Distribute reminder door hangers  
Continue media outreach  
Conduct volunteer trainings  
Hold Third Sunday Parkways event  
Survey volunteers and participants

### **September 2009**

Draft final evaluation report

### **October 2009**

Finalize evaluation report

**Project Budget for 2008 Sunday Parkways Event**

This budget reflects costs specifically attributable to Sunday Parkways. There are other expenses such as office space, computers, postage and administrative costs not included.

**Logistics Traffic Control**

Police Overtime/Flaggers	\$17,500
Vests/T-Shirts	\$2,100
Volunteer Badges	\$20
Volunteer Training/supplies	\$500
Permit (Transportation, Parks)	\$0
Barricades cost	\$3,100
<i>Sub Total</i>	<i>\$23,220</i>

**Outreach**

CCC Partnership	\$20,000
Logo and graphic design	\$3,100
Community Meetings	\$240
New Map	\$350
Flyers	\$1,300
Door hangers (1)	\$600
Door hangers (2)	\$1,400
Mailers (1)	\$1,050
Mailers (2)	\$2,500
Postcards	\$950
Window Posters/Lawn Signs	\$1,150
Street Banner	\$1,500
Map	\$0
Event brochure	\$3,500
List Purchase	\$450
<i>Subtotal</i>	<i>\$38,090</i>

**Grants Administration**

LRAPA	\$10,000
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**Cash Income**

Fred Meyer	\$7,000
Kaiser Permanente	\$20,000
Metro	\$5,000
EPA Grant	\$87,000
<b>Total</b>	<b>\$119,000</b>

**Day of Event**

Tents, tables, chairs rental	\$6,100
Signage (at parks)	\$550
Photography	\$150
Stage	\$2,000
Sound systems	\$600
Supplies	\$400
Porta Potties	\$1,800
Power Supply (solar)	\$600
Entertainment	\$3,300
Food	\$1,000
Misc	\$1,000
Emergency Medical	\$780
Dumpsters	\$1,100
Bike racks (mobile)	\$400
Bike corral fencing	\$550
Buttons	\$900
<i>Sub Total</i>	<i>\$21,230</i>

**Materials & Services Total \$82,540**

**Staffing**

Coordinator/Program Manager	\$12,050
Senior Planner	\$19,800
TDM I	\$18,000
Volunteer Coordinators	\$6,400
Day of Staffing	\$6,400
<b>Total Staffing Costs</b>	<b>\$62,650</b>

**Grand Total \$155,190**

**Additional In-Kind Contributions**

Bike Corals (BTA/Weir)	\$600
Garbage Bags (SOLV)	\$250
Pedometers (Kaiser)	\$17,000
Bike and Walk Maps	\$7,905
<b>Total</b>	<b>\$25,755</b>

## ***Appendices***

### **Traffic Control and Parks Logistics**

- Intersection Instructions Template and Sample
- Four Activity Area Maps

### **Outreach and Collateral Material**

- Email/Letter to Neighborhood Organizations/Groups
- First Mailer to Residents
- Open House Door Hanger
- Second/Final Mailer to Residents
- Final Notice Door Hanger
- Event Map and Activities Schedule
- Sunday Parkways Are Good For Seniors Flyer
- Sunday Parkways Are Good For Families Flyer
- Sunday Parkways Are Good For Families Flyer in Spanish

### **Volunteer Materials**

- Participant Accident Report
- Participant Count
- Volunteer Agreement
- Volunteer Packet List
- Volunteer Guide

### **Vendor and Activity Materials**

- Activity and Vendor Application
- Food Vendor Application

### **Day of Files**

- Emergency Procedures
- Staff Orientation
- Volunteer Coordinators Day of Schedule

## **SAMPLE INTERSECTION VOLUNTEER INSTRUCTIONS**

---

### **Intersection Number 5**

#### **Use Mississippi Avenue to cross event**

#### **Intersection Volunteers Barricade Instructions**

Before you leave the safety of the sidewalk, look carefully for moving vehicles. You have no physical or legal protection in the street. Your role is advisory: persuasive advisory at most. Only commissioned police officers can require specific action of a motorist.

Persuasion is an art, and dealing with the motoring public is an experience that will challenge your ability to communicate constructively. Barricades and other traffic control devices (signs and such) will be placed in the most effective manner. They may require temporary moving to allow emergency vehicles to cross.

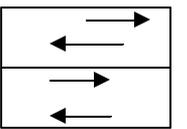
#### **Barricade Placement:**

- Place your barricades so that a car or other vehicle can not (or would have difficulty) crossing the route without moving the barricades out of the way.
- If your drawing has barricades not on the route street, please place the barricades in such a way that a car can drive between the barricades but are still very visible to the driver. This is so that the motorist knows that they can access this street but not the next intersection – the Sunday Parkways route.
- Some of your barricades are located a ways off from your intersection....

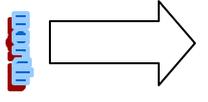
Thanks for helping make our 1<sup>st</sup> Sunday Parkways a success!

# Kaiser Town Hall

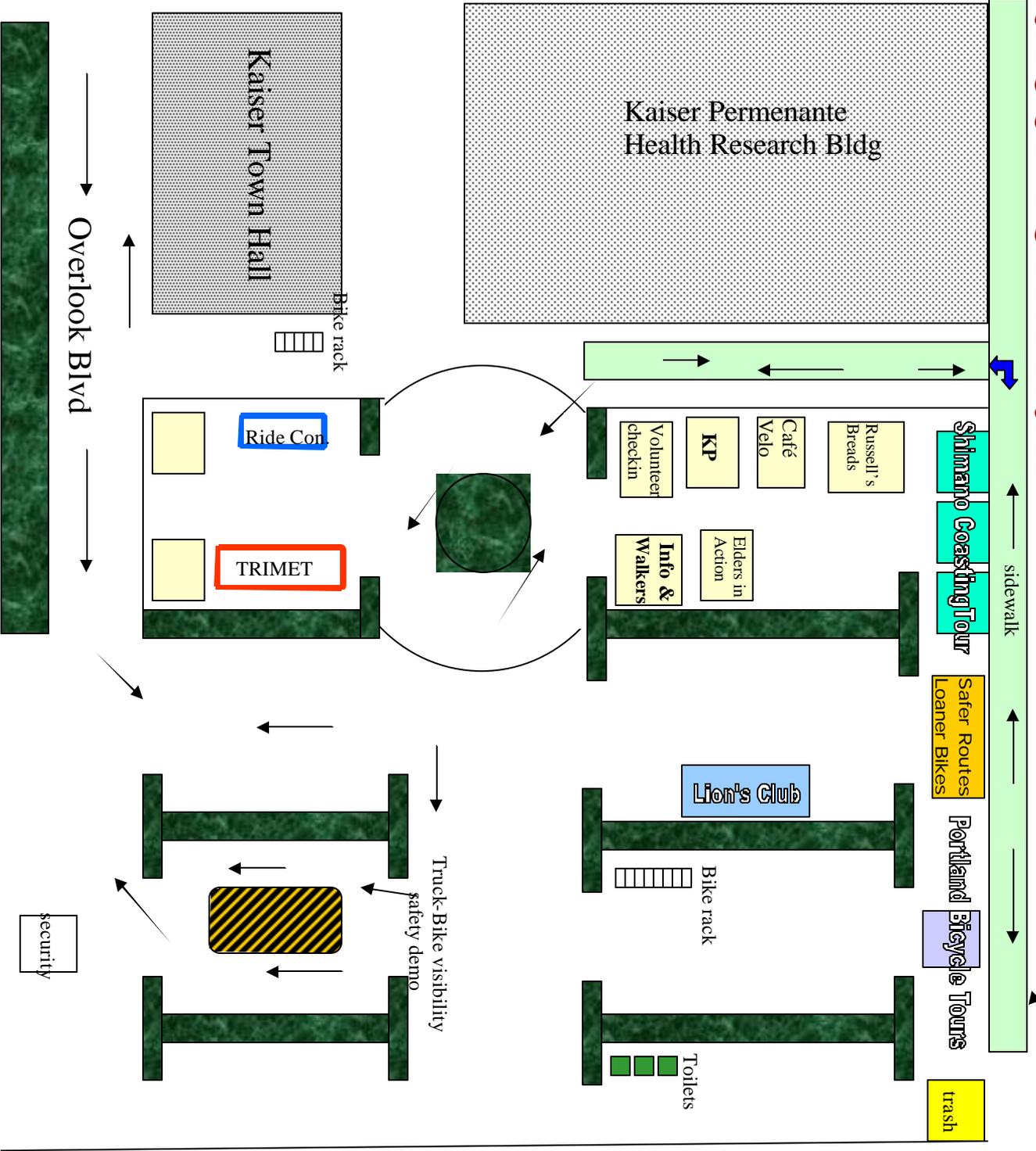
N. Failing



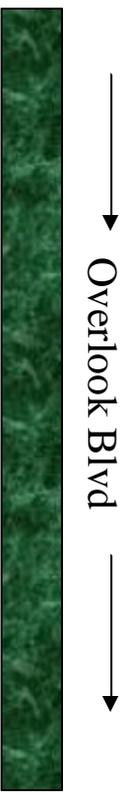
Failing ramp



Interstate Ave



# I-5 Freeway



## Email to Neighborhood Associations September 2007

-----Original Message-----

**From:** Cassidy, Rich

**Sent:** Wednesday, September 05, 2007 9:35 AM

**Subject:** Sunday Parkway event for North Portland?

Members of the Arbor Lodge, Piedmont, Humboldt, Boise, and Overlook neighborhoods:

I would like to schedule some time to talk with your associations about an idea for event next year and get your feedback before we move forward.

Every Sunday from 7a.m. to 2p.m., the city of Bogotá, Columbia shuts down 113 km of major roads so that people can bike, roller blade and run without cars. Known as the "Ciclovía", it has become a major community activity with 1.5 million people enjoying the street closure on an average weekend. Another word for this concept is "Sunday Parkways". Sunday Parkways are being talked about in many US cities as a way of opening up a network of streets once a week to encourage healthy, active walking and cycling. The concept of Sunday Parkways, on an ongoing basis, has yet to be implemented in the US.

Ideally The Portland Office of Transportation would like to schedule a Sunday Parkways event for **Sunday, June 22, 2008**, 8am- 2pm in conjunction with the International Carfree Conference to be held in Portland June 16-20. However, this all depends on whether or not we can find funding from grants and sponsorships.

The draft plan we have submitted for a grant pilot project would start with a "circular" six mile, two-way route in North Portland that has many neighborhood parks but minimal space where families and neighbors can walk, bike and enjoy recreating in a car free environment. The idea is for "soft closures" allowing local access and using small barricades and volunteers at every intersection, with Police at the major/signalized intersections.

The tentative route connects four major parks, shopping areas and *avoids* TriMet bus routes, churches, and major street crossings over I-5 and across Interstate Avenue. Ultimately Sunday Parkways could be a monthly event during the summer months in several parts of Portland.

The last few years there have been signs that Bridge Pedal has become so popular and congested that hosting a few other events like it would probably be a very good idea. The concept of Sunday Parkways is a perfect match for Portland. It highlights Portland as a walkable and bikeable city. We are applying for one or more grants as well as pursuing sponsorships with organizations in our community. Health, transportation, recreation, community and safety interests all benefit from a strong partnership implementing Sunday Parkways.

Background link: <http://en.wikipedia.org/wiki/Ciclov%C3%ADa>

### **Rich Cassidy**

City of Portland

Transportation Options

1120 SW Fifth Avenue Room 800

Portland, OR 97204

Ph: 503-823-6051

Fax: 503-823-7576



Dear North Portland Neighbor,

The City of Portland and the Community Cycling Center are hosting a Sunday Parkways event on **Sunday, June 22, 2008**. The proposed route creates traffic-free streets in North Portland from 8 a.m. to 2 p.m., linking parks and great places to walk and ride bicycles. The route, a six-mile loop, presents a wonderful opportunity for you and your family to get out and be active right in your own neighborhood. You will be able to walk, bike, run, stroll, meet your neighbors, and enjoy entertainment in the parks and along the route.

Residents along the route will be able to get to and from their homes; however, we are strongly encouraging you to postpone driving or limit your trips. We plan to have small barricades and volunteers at the intersections to manage this limited access.

This one-time event links four of our fabulous Portland Parks: Arbor Lodge, Peninsula, Unthank, and Overlook. There will be activities for kids and grandkids, plus for the kid in you - we will have hula hooping, kids' circus, bike rides, and more. If this pilot works well for the City and the neighborhoods, there could be more Sunday Parkways in the future throughout the City.

- **Mark the date, June 22, 8 a.m. to 2 p.m., on your calendar** and bring your friends and family.
- **Consider being a volunteer** on your street or in your neighborhood. We will need several hundred. Sign up at [www.GettingAroundPortland.org](http://www.GettingAroundPortland.org), Sunday Parkways, then Volunteer.

#### Sunday Parkways Open Houses

Come hear more about Sunday Parkways:

**Wednesday Feb. 6, 2008 5:30 to 8pm**

Kaiser Town Hall, 3704 N. Interstate Ave,  
2<sup>nd</sup> floor ballroom

**Thursday Feb. 7, 2008 5:30 to 8pm**

Chief Joseph Elementary School,  
2409 N. Saratoga, school cafeteria

#### Enter a drawing

for a kid's bike from Bike Gallery or a \$100 gift certificate from Foot Traffic.





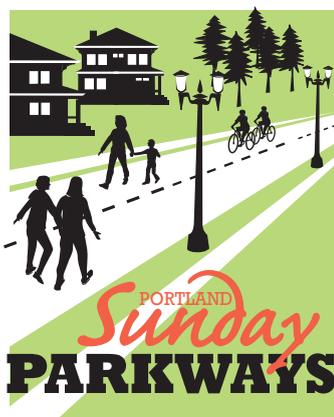


# PORTLAND *Sunday* **PARKWAYS**

**Sunday, June 22, 2008**  
**8am - 2pm**

**A six-mile loop of traffic-free streets in North Portland. Get out and be active right in your own neighborhood!**

**Walk, bike, run, stroll, meet your neighbors, and enjoy entertainment in the parks and along the route.**



**[www.GettingAroundPortland.org](http://www.GettingAroundPortland.org),  
click on Sunday Parkways**

## **Sunday Parkways Open Houses**

**Come hear more about Sunday Parkways and enter a drawing for a kid's bike from Bike Gallery or a \$100 gift certificate from Foot Traffic.**

**Wednesday Feb. 6, 2008**

**5:30 to 8pm**

Kaiser Town Hall

3704 N. Interstate Ave.

2nd floor ballroom

**Thursday Feb. 7, 2008**

**5:30 to 8pm**

Chief Joseph Elementary

School cafeteria

2409 N. Saratoga

---

### **How You Can Help**

Consider being a volunteer on your street or in your neighborhood. We will need several hundred volunteers.

Sign up at [www.GettingAroundPortland.org](http://www.GettingAroundPortland.org), (click on Sunday Parkways, then on Volunteer) or mail in this card.

- Add me to your email/ mailing list
- I'm interested in volunteering and helping with this event
- Comments or Questions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Name \_\_\_\_\_  
Email address \_\_\_\_\_  
Phone \_\_\_\_\_  
Street address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

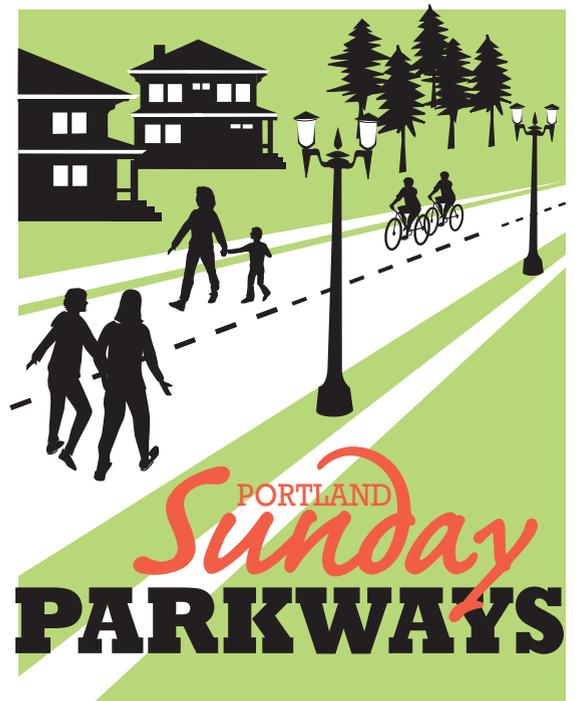


# Sunday Parkways is just around the corner!

**Sunday, June 22  
8am - 2pm**

**Sunday Parkways invites you to get out, meet your neighbors, and enjoy a six-mile loop of traffic-free streets. Walk, bike, roll, or run and enjoy the many activities and entertainment in the parks along the two-way route with no start or finish.**

The only streets which will be effected by the temporary closure are on the route and marked in **red**. You will be able to drive on the other streets and cross the route at designated intersections on the main streets.



- Let your friends and visitors know about the event and traffic-free streets.
- Residents along the route will be able to get to and from their residences; however, we are strongly encouraging you to postpone driving or limit your trips by car.
- We plan to have small barricades and volunteers at the intersections to manage this limited access.
- Dust off your bike, have a barbeque and invite friends over.
- Help us identify the route by requesting one of our special lawn signs for houses along the route.

**Lead a fun activity or volunteer.  
We need several hundred volunteers.**

**Check out:** [www.GettingAroundPortland.org](http://www.GettingAroundPortland.org),  
click on Sunday Parkways, then Get Involved,  
or call 503-823-5358.



**is brought to you by:**

KAISER PERMANENTE. thrive



Northwest Health FOUNDATION



Fred Meyer  
What's on your list today?



Drive less. Save more.  
[www.DriveLessSaveMore.com](http://www.DriveLessSaveMore.com)



The City of Portland Office of Transportation and the Community Cycling Center and made possible by a U.S.Environmental Protection Agency grant and sponsorships from Kaiser Permanente, Fred Meyer, Metro and Northwest Health Foundation, and support from Portland Parks & Recreation.



# PORTLAND *Sunday* PARKWAYS

## **Sunday Parkways is just around the corner!**

**Sunday, June 22  
8am - 2pm**

**Sunday Parkways is a chance to get out, meet your neighbors, and enjoy a six-mile loop of traffic-free streets. Walk, bike, roll, or run and enjoy the many activities and entertainment in the parks along the two-way route with no start or finish.**

### **See Map on Reverse Side**

The only streets which will be effected by the temporary closure are on the route and marked in **red**. You will be able to drive on the other streets and cross the route at designated intersections on the main streets.

#### **If your house is on the route:**

- Please limit or postpone your driving between 8am – 2pm.
- If possible, park your car in the driveway or on another street.
- Volunteers will escort you and/or visitors if you need to drive on the route to get to or from your house.
- All of the major streets and bus routes in the area will be open so there are plenty of alternate routes available.
- Let friends and visitors know about the event and traffic-free streets.
- Help us identify the route by requesting one of our special lawn signs for houses along the route.

### **How You Can Help**

1. Consider being a volunteer
2. Request a lawn sign
3. Lead a fun activity

Sign up at [www.GettingAroundPortland.org](http://www.GettingAroundPortland.org), click on Sunday Parkways, then Get Involved, or call 503-823-5358.



# PARKWAYS Sunday PORTLAND

8am - 2pm  
2008  
Sunday,  
June 22,



**W**alk, bike, run, skate, and stroll along a six-mile route of streets closed to auto traffic, connecting several neighborhoods and great parks. Enjoy the scenic, flat route with a two-way directional flow and no designated start or finish. Check out the great entertainment, activities and refreshments in the parks and along the route.

Bring along your bike lock. We will have free valet bike parking at Peninsula and Arbor Lodge parks and additional freestanding racks at the others. Check out our rules of the road with tips on how to make this event a great experience for everyone. Sunday Parkways is not a race and cyclists are encouraged to ride at a moderate pace.

## Rules of the Road

- This is a two-way flow event; please stay to the right
- Slower traffic has the right-of-way
- Children under 16 are required to wear bike helmets
- Be aware and respectful of other users
- Bike riders yield to pedestrians
- Pedestrians please stay to the right side of the roadway
- Bike riders please use bells, or "on your left" or audible signals when passing others
- If you stop for a short pause (on bike or walking), please move to the curb or sidewalk and out of the traffic flow
- Ride slowly and carefully when children are present
- Walk your bike or skateboard on the narrow overpass ramps along the route
- Be respectful of private property
- Be aware that some cars may be on the roadway; please yield to these motorists that have been cleared for local access
- Place trash, however small, in trash or recycling containers along the route
- Dog owners please use leashes, keep them close; please clean up after your pets
- Be safe and have fun!

## Thank you to our sponsors! Sunday Parkways is brought to you by:



Special thanks to our community partners: the Arbor Lodge, Humboldt, Boise, Piedmont and Overlook Neighborhood Associations, TriMet, Foot Traffic, Bicycle Transportation Alliance, Weir's Cyclery, the Bike Gallery, and Street Films.



## **Sunday, June 22nd 8 am to 2 pm**

### **Seniors will have the chance to participate in many fun activities:**

- A free pedometer at the Kaiser Town Hall activity area
- Free TriMet Travel Training on a bus at the Kaiser Town Hall activity area
- Join a walk organized by the Rose City Roamers and/or Elders in Action
- Participate in senior yoga and Tai Chi classes at Arbor Lodge Park
- Join the tango dance lessons at Arbor Lodge Park
- Take a test ride on a comfortable and stable three-wheeler bike from the City of Portland at Arbor Lodge Park
- Take a pedicab ride to another park on the route

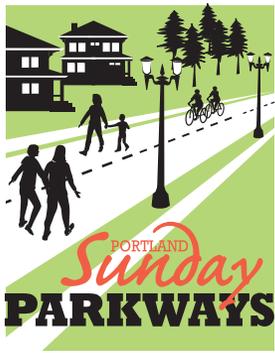
**[www.GettingAroundPortland.org](http://www.GettingAroundPortland.org), click on Sunday Parkways**



### **FOR MORE INFORMATION**

Visit [www.GettingAroundPortland.org](http://www.GettingAroundPortland.org) and click on Sunday Parkways.  
Or contact Linda Ginenthal, 503-823-5266, [linda.ginenthal@pdxtrans.org](mailto:linda.ginenthal@pdxtrans.org)

*See other side*



# Sunday Parkway are Good for Seniors

**S**unday Parkway is a chance for seniors to get out and meet new people and try new exercise classes and activities like riding a comfortable three-wheeler bicycle or taking salsa lessons.

The **June 22, 2008** North Portland Sunday Parkway event has many benefits for seniors. The six-mile traffic free route will connect several neighborhoods with entertainment and activities in several parks.

Sunday Parkway is patterned after Bogota's Ciclovias (a Spanish term meaning "bike

path") and Guadalajara's Via RecreActiva, where every Sunday streets are closed to cars so that people can bike, roller blade, walk, and run without traffic.

The Sunday Parkway Route is a two-way directional flow with no start or finish. Several options for smaller routes and loops will connect you to one or two of the featured parks. Seniors won't need to drive to the event. The route is located on several bus lines and Interstate MAX, the Yellow Line. TriMet will run their normal routes and schedules.

*See other side*



# PORTLAND *Sunday* PARKWAYS

## Sunday, June 22nd 8 am to 2 pm

**Families will have the chance to participate in many fun activities:**

- Circus Casacadia with juggling and stilt walking lessons at Arbor Lodge Park
- Hula hooping lessons and demonstrations at Peninsula Park
- Lessons in Poekoelan, a martial art, at Arbor Lodge Park
- Jump roping at SEI/Unthank Park
- See the new baby T-Rex animatronic and the visiting animals from the Oregon Zoo ZAP Team at Peninsula Park
- Kids bike safety rodeo hosted by Community Cycling Center at Peninsula Park
- Kids bike helmet fittings and sales
- Lady bug walks for 2-5 year olds with Portland Parks staff at Peninsula Park
- Swimming at the Peninsula Park Community Center Pool

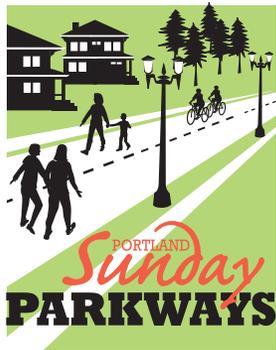
**[www.GettingAroundPortland.org](http://www.GettingAroundPortland.org), click on Sunday Parkways**



### FOR MORE INFORMATION

Visit [www.GettingAroundPortland.org](http://www.GettingAroundPortland.org) and click on Sunday Parkways.  
Or contact Linda Ginenthal, 503-823-5266, [linda.ginenthal@pdxtrans.org](mailto:linda.ginenthal@pdxtrans.org)

*See other side*



# Sunday Parkways are Good for Families

**S**unday Parkways is a chance for families to get out and meet new people and try new things like juggling, stilt walking, or hula hooping. Parents and children can walk, bike, and spend time together exploring local parks and enjoying the fun activity areas.

The **June 22, 2008** North Portland Sunday Parkways event has many benefits for parents and children. The 6-mile traffic free route will connect several neighborhoods with entertainment and activities in several parks.

Sunday Parkways is patterned after Bogota's Ciclovias (a Spanish term meaning "bike path") and Guadalajara's Via RecreActiva, where every Sunday streets are closed to cars so that people can bike, roller blade, walk, and run without traffic.

The Sunday Parkways Route is a two-way directional flow with no start or finish. Several options for smaller routes and loops will connect you to one or two of the featured parks. Parents won't need to drive to the event. The route is located on several bus lines.

*See other side*



PORTLAND  
*Sunday*  
**PARKWAYS**

**Domingo, 22 de junio**  
**8am a 2pm**

Las familias tendrán la oportunidad de participar en muchas actividades divertidas, tales como:

- Circus Casacadia dará clases de malabarismos y enseñará a caminar sobre zancos en el parque Arbor Lodge Park
- Clases y demostraciones de Hula Hoop en el parque Peninsula Park
- Salto de comba en el parque SEI/Unthank Park
- Vea el nuevo tiranosaurio bebé animado en tamaño real y otros animales provenientes del zoológico del equipo Zap de Oregon en el parque Peninsula Park
- Rodeo de bicicletas para niños (en total seguridad) presentado por el Community Cycling Center en el parque Peninsula Park
- Prueba de cascos de bicicleta para niños y venta (tentativo)
- Únase a la ruta a través de uno de los parques ubicados a lo largo de la senda: Arbor Lodge, Peninsula y Unthank

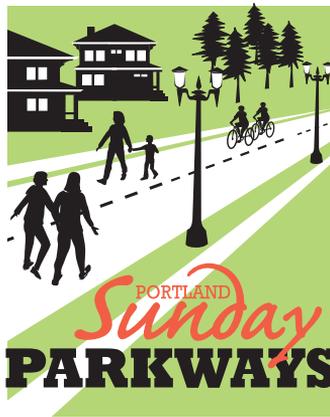
**[www.GettingAroundPortland.org](http://www.GettingAroundPortland.org),  
click on Sunday Parkways**

## PARA MÁS INFORMACIÓN

ingrese en [www.GettingAroundPortland.org](http://www.GettingAroundPortland.org) y haga clic en Sunday Parkways; o bien entre en contacto con Timo Forsberg por el 503-823-7699, [timothy.forsberg@pdxtrans.org](mailto:timothy.forsberg@pdxtrans.org)



*Lea el dorso.*



## La senda peatonal de los domingos, Sunday Parkway, es beneficiosa para la familia

**L**a senda peatonal Sunday Parkway es una buena oportunidad para que las familias salgan de paseo, conozcan gente nueva e intenten hacer otras actividades, tales como malabarismos, caminar sobre zancos o bien hacer hula hoop. Padres e hijos pueden caminar, andar en bicicleta y compartir tiempo juntos explorando los parques locales y disfrutando de las áreas de actividades divertidas.

El evento a llevarse a cabo el 22 de junio de 2008 sobre la senda peatonal

Sunday Parkway del Norte de Portland ofrece muchos beneficios a padres e hijos. La ruta sin automóviles de 6 millas de longitud conectará varias comunidades ofreciendo entretenimiento y actividades en varios parques.

La senda peatonal Sunday Parkways está diseñada como las Ciclovías de Bogotá y la Vía RecreActiva de Guadalajara, en donde todos los domingos las calles se cierran al tráfico de vehículos para que la gente pueda andar en bicicleta, patinar,

correr y pasear sin la circulación de automóviles.

La senda peatonal de los domingos tiene una circulación de dos vías sin inicio ni final. Otras opciones de rutas y curvas más pequeñas lo conectarán con uno o dos de los parques temáticos. Los padres no necesitarán conducir hasta el lugar del evento pues la senda está ubicada junto al paso de varias líneas de autobuses y de la autopista interestatal MAX (Yellow Line). Los autobuses TriMet funcionarán con sus horarios y rutas normales.

*Lea el dorso*



# PARTICIPANT ACCIDENT REPORT (This is NOT a claim form.)

AM  PM  
 SUN  MON  TUE  WED  THUR  FRI  SAT

## Sunday Parkways

PROGRAM NAME \_\_\_\_\_ EXACT ACCIDENT LOCATION \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

Male  
 Female \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DOB Age Phone Number

Name of Injured Participant/Volunteer \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_

Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

### BODY PART AFFECTED: Left side Right side

- Abdomen  Eye(s)  Head
- Ankle  Face  Knee
- Arm  Finger  Leg
- Back  Foot  Neck
- Chest  Hand  Toe
- Other: \_\_\_\_\_

### POSSIBLE NATURE OF INJURY:

- Abrasion  Foreign Body
- Bruise  Fracture
- Burn, Chemical  Laceration
- Burn, Thermal  Puncture
- Electrocution  Sprain
- Other: \_\_\_\_\_

### DESCRIBE HOW INJURY OCCURRED:

IF PARTICIPANT IS A MINOR, WAS PARENT NOTIFIED?  Yes  No WAS FIRST AID GIVEN?  Yes  No

DID YOU CALL 9-1-1?  Yes  No DID EMERGENCY VEHICLES ARRIVE?  Yes  No

Was AED used?  Yes  No CPR?  Yes  No CARE BY WHOM? \_\_\_\_\_

BODY FLUID SPILL?  Yes  No CLEANED BY WHOM? \_\_\_\_\_

DESCRIBE ACTIONS TAKEN/FIRST AID GIVEN: \_\_\_\_\_

RELEASED (Mark all that apply):  After First Aid  After Accident Report  To Parent/Guardian

Transferred off-site  by ambulance  by other \_\_\_\_\_

REMARKS (Additional Information)

Form Completed By \_\_\_\_\_

Phone Number \_\_\_\_\_

Witness Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Name of Person in Charge (print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Phone Number \_\_\_\_\_

6/08

### Sunday Parkways Intersection Count Form

Please do three 10 minute counts on the half hour (ie, 8:30-8:40, 9:30-9:40, 10:30-10:40). Use tally marks to count, do the best you can to count everyone that passes by you on the route only, do not count side streets or parks. Please tally up the total for each count and put the total at the bottom of each box. Please do all three tallies for your shift on this one piece of paper

Volunteer Name: \_\_\_\_\_ Location: \_\_\_\_\_

Phone(optional): \_\_\_\_\_ E-mail(optional): \_\_\_\_\_

*Please use the reverse of this sheet to leave us a colorful commentary on your volunteer time today. Include any stories, favorites, drawings, poetry, etc. **Thank you!***

Time: \_\_\_\_\_ am/pm

Bicyclists	Walker or Other

Time: \_\_\_\_\_ am/pm

Bicyclists	Walker or Other

Time: \_\_\_\_\_ am/pm

Bicyclists	Walker or Other

**Please leave this sheet and clipboard for the next volunteer or turn it in to your Volunteer Coordinator.** If you forget to turn this form in please mail it to us at: Dan Bower, Transportation Options, 1120 SW 5th Ave., Portland OR 97204

**VOLUNTEER AGREEMENT BETWEEN THE CITY OF PORTLAND**

**Transportation System Management AND**

\_\_\_\_\_  
**Name of Volunteer**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City**

**State**

\_\_\_\_\_  
**Zip Code**

\_\_\_\_\_  
**Volunteer e-mail address**

\_\_\_\_\_  
**Volunteer phone (cell, home, or work)**

I, \_\_\_\_\_, do hereby acknowledge and understand that any performance by me as a volunteer for the City of Portland does not make me a City of Portland employee or entitle me to any benefits to which a City employee is entitled. I specifically understand that, should I be injured during the performance of my duties as a volunteer, I would not be entitled to any Oregon Workers' Compensation benefits.

I further acknowledge and agree that if I drive my own vehicle while performing duties as a volunteer that I will have in my possession at all times a valid Oregon or Washington driver's license and maintain my personal automobile insurance.

I also hereby agree to hold harmless, defend and indemnify the City of Portland and the City's officers, agents, employees, and representatives against all claims, demands, actions and suits (including all attorneys' fees and costs) arising from any event, mistake, omission or negligent act which results in any and all injuries, medical conditions or death to me during or as a result of my duties as a volunteer.

\_\_\_\_\_  
Volunteer signature

\_\_\_\_\_  
Date

### **All Volunteer Packets**

1. Bus maps/schedules for routes
2. North Portland Walking/Bicycling Map
3. Event brochures – 10 per

Instruction for Volunteers

Black and white copy of the appropriate Park Map

### **Intersection Volunteer Packets**

1. Count sheet (if applies) 4 intersections per area or total of 32 sheets
2. Accident Reports
3. Clipboards for count and survey takers
4. Pens
5. Garbage bags
6. Gloves
7. Phone lists
8. Band-Aids
9. Crossword/sudoku puzzles
10. Intersection map
- 11.

### **Parks Volunteers Packets**

1. Clipboards for survey takers
2. Pens



Your Check-In Location _____
Check-In Time _____
Your intersection is _____
Your Volunteer Coordinator is _____
Their phone number is _____

## Parkway Volunteer Guide

Morning shift (7:00am-11am)

Afternoon shift (10:15am-2:30pm)

Thank you for volunteering for the very first **Portland Sunday Parkways!** With your help we hope to make this a recurring event where families can get out and walk, roll, run, stroll, or bike and participate in different fun activities.

### Your Role:

- Assist Parkway Neighbors if they need to drive to or away from their homes. (See instructions on following page)
- Facilitate the flow of Sunday Parkways participants as they come down the route by standing back, smiling, and waving as people pass by.
- Encourage participants to respect private property (driveways and lawns), slow down, and be sensitive to those around them.
- In the event of an accident, injury, or lost child, follow the procedures in this packet.

Feel free to read a book, listen to music, chat with friends or work on a mind puzzle (attached!) as long as you are attentive to Parkways Neighbors' and participants' needs. There will be volunteer-support bikers with water and snacks riding around for you.

### SET-UP Volunteers (See your intersection map)

When you arrive to your assigned intersection, you should find a set of barricades. Please follow the intersection layout drawing in putting up the barricades in their designated spots.

If you have completed participant counts, at the end of your shift give the clipboard and counts to the next volunteer or your Volunteer Coordinator. Feel free to take your bag home. If there is stuff in the bag you don't want - you can hand it back to the information booth at a park.

### BREAK DOWN Volunteers (See your intersection map)

**At 2pm, a police officer will let you know when you are officially done with Sunday Parkways.** At this time, please take down barricades from all streets and place them on the corner block of your intersection on the route. City workers will come by and pick up the barricades. Please leave the chair, garbage bag and any unwanted materials at the corner near the barricades.

If you have completed participant counts, at the end of your shift give the clipboard and counts to your Volunteer Coordinator. Feel free to take your bag home. If there is stuff in the bag you don't want - you can hand it back to the information booth at a park.



If you need anything or have any questions, please call your volunteer coordinator!

## Directing Traffic that Comes to Your Intersection

Because the Sundays Parkway route is officially closed to car traffic for the six hours of this event, all volunteers posted at intersections will need to assist in helping motorists find their way. Please familiarize yourself with your post in advance by:

- Looking over the map where you will be posted.
- Thoroughly reading the instructions in your packet for where motorized traffic will need to go.
- You may find it helpful to write a short, friendly set of instructions in your own voice that you can use for directing drivers to the crossing nearest to your intersection.
- Rehearse your instructions to drivers so that you sound like the confident leader that you are!

Please remember to be friendly, calm and direct as you offer drivers instructions.

## Escorting Parkway Neighbors Driving through Your Intersection

Another key role of volunteers posted at intersections involves identifying and escorting Parkway Neighbors who need to drive through a barricaded intersection. Parkway Neighbors have been notified about the Sunday Parkways event and many will look for your assistance. Others for any number of legitimate reasons may be confused or upset and you will need to offer them assistance. Help all of the Parkway Neighbors to have a good experience with Sunday Parkways by:

1. Approaching them in a friendly, calm and open manner. Take a brief moment to explain the event, if necessary.
2. Let them know you are there to assist them. Specifically, explain that you will escort them to where they need to go.
3. Look for an acknowledgement that they are hearing and understanding you. If necessary, repeat in a pleasant and clear way.
4. Walk along the side of their car, remaining close enough to communicate instructions that they can hear (or see, if you are using hand signals)
5. Escort them through the barricade, moving the barricade as needed and return the barricade to its position as soon as the vehicle is through.
6. Let Parkway Neighbors know that the event will end at 2 pm and wave them good-bye.
7. Remind drivers leaving that a volunteer will escort them back to their driveway or ask if they would be willing to park around the corner – off the Parkway route.

Please remember that Parkway Neighbors are graciously accommodating this event and deserve the utmost consideration and respect.

# Lost Child Protocol

Please remember that a child/parent may be scared and or angry about the situation. It is important for a volunteer to stay calm in order to alleviate the situation.

## Lost Child

- 1) If you encounter a lost child, please comfort them by letting the child know that you will assist them in finding their parents. **Do not leave your assigned spot to help the child look for their parents. Ask the child to stay with you as you contact the Volunteer Coordinator.**
- 2) Briefly help child look for their parents within eyesight.
- 3) Ask the child their name, age, where they live, and if they have their parent's phone number.
- 4) If they have their parent's number, call them and let them know you have their child and your location.
- 5) If you can not contact the parents, call your Volunteer Coordinator. Please tell them child's name, age, and give brief description.
- 6) Wait for Volunteer Coordinator. Your Volunteer Coordinator will transfer child to nearest information center, where they will wait for their parents.
- 7) While waiting, you and the child can play Eye Spy or count participants or some other game to keep them occupied and unworried. Don't offer any food as they may have allergies that we don't know.

## Parent/Guardian

- 1) Ask for their child's name, age, and a brief description.
- 2) Look for child within eyesight.
- 3) Call your Volunteer Coordinator and tell them you have a parent looking for their child. Please have child's name, age, and brief description ready.
- 4) Wait for your Volunteer Coordinator who will assist parent in searching for their child.

# Accidents, Injuries, or Incidents Protocol

## FIRST!

1. Make sure all people involved in the accident/incident are safe from further harm and, if necessary, notify Emergency Personnel or Police. (Call 911)
2. Notify your Volunteer Coordinator.
3. Be sure and be safe by using gloves if there is any blood.
4. **For a medical issue:** Keep the person calm and awake while you wait for the Emergency Personnel to arrive. Ask them how they are and what hurts.
5. Some people will be reluctant to get help. If they do not want help, ask them to sit a minute to make sure that everything is ok.
6. If it is not an emergency, you have a few bandaids in your packet. Have them help you fill in the PARTICIPANT ACCIDENT REPORT for a medical issue.
7. Complete the PARTICIPANT ACCIDENT REPORT for medical emergency and non-emergencies.
8. **For a non-medical, non-urgent incident:** (bike theft) notify the Police non-emergency line. (NON-EMERGENCY POLICE 503-823-3333)

## Garbage and Recycling

You will have one garbage bag for trash. Tidy up around your intersection. Each park will have two dumpsters (trash and recycling) plus one roll cart for glass. At the end of the day (last shift) bring your bag of garbage to the nearest Park or leave it with the chair and barricades.

## Bathroom Breaks

Please refer to the event map for bathroom locations. You should be no more than a few blocks from a bathroom. Volunteer Coordinators will be riding the route to give bathroom breaks. If you need a break before the Coordinator gets to you please feel free to take one.

1. Let the volunteer at your closest intersection or your Volunteer Coordinator know that you are leaving your intersection to go for a bathroom break. They can keep an eye out for traffic
2. When you return, let them know too.

Thanks for Volunteering, and remember, HAVE A GREAT DAY!



### Activity Vendor Registration Form

Reserve your booth ASAP. Registration form and payment must be received by **May 1, 2008**.

Organization/Business name: \_\_\_\_\_

Organization/Business address: \_\_\_\_\_ Zip: \_\_\_\_\_

Organization/Business mission: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

#### Activity Vendor Details

\_\_\_ \$50 Basic Vendor Fee (includes table and 2 chairs)

\_\_\_ \$100 Tent + Vendor Fee (includes table, 2 chairs and canopy)

Important Note: Limited electricity and water. Please provide for your own needs. Thank you!

Please provide a brief description of booth set-up/activity and any items for sale/materials:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please rank site preference:**

\_\_\_ Arbor Lodge Park

\_\_\_ Peninsula Park

\_\_\_ Unthank Park

\_\_\_ Kaiser Town Hall

**Payments must be received by May 1, 2008. Make checks payable to City of Portland.**

City of Portland - Sunday Parkways  
Attn: Rich Cassidy  
1120 SW 5<sup>th</sup> Ave, Ste. 800.  
Portland, OR 97204

For more information regarding booths, please contact Mary Dzieweczynski at 503-261-3220 or [mary@communitycyclingcenter.org](mailto:mary@communitycyclingcenter.org). For other information visit our website at: [www.portlandonline.com/transportation/index.cfm?c=46103](http://www.portlandonline.com/transportation/index.cfm?c=46103).



## Food Vendor Registration Form

Reserve your booth ASAP. Registration form and payment must be received by **May 1, 2008**.

Organization/Business name: \_\_\_\_\_

Organization/Business address: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

### Food Vendor Details

\_\_\_\_ \$75 Basic Vendor Fee (includes table and 2 chairs)

\_\_\_\_ \$100 Tent + Vendor Fee (includes table, 2 chairs and canopy)

Please provide a brief description of your menu:

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**Food vendors:** In addition food vendors must send a copy of their Multnomah County Health Department permit (503) 248-3400, [www.mchealthinspect.org](http://www.mchealthinspect.org), and if using propane, a permit from the Fire Prevention Division (503) 823-9700. No electricity is available on site, limited water access. Please provide for your own needs. Generators are not allowed. Thank you!

<b><u>Please rank site preference:</u></b> ____ Arbor Lodge Park      ____ Peninsula Park
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**Payments must be received by May 1, 2008. Make checks payable to City of Portland.**

City of Portland - Sunday Parkways

Attn: Rich Cassidy

1120 SW 5<sup>th</sup> Ave, Ste. 800

Portland, OR 97204

**For more information regarding booths, please contact Mary Dziejeczynski at 503-261-3220 or [mary@communitycyclingcenter.org](mailto:mary@communitycyclingcenter.org). For other information visit our website at: [www.portlandonline.com/transportation/index.cfm?c=46103](http://www.portlandonline.com/transportation/index.cfm?c=46103).**

By signing below, the applicant hereby acknowledges that s/he is a qualified independent, insured vendor or representative of a non-profit and: assumes all responsibility and risk associated with all conditions, hazards and potential dangers in, on, or about a booth/table top site whether they are obvious or concealed. The applicant further acknowledges and agrees to release, indemnify and hold harmless the City of Portland and Community Cycling Center and their respective officers, employees and agents from all loss, injury, damage or liability to persons or property arising out of vendor's acts or omissions, before, during and after the Sunday Parkways event.

Name \_\_\_\_\_

Date \_\_\_\_\_

## **EMERGENCY CALLING PROCEDURES For Staff and Volunteer Coordinator**

### **To report an emergency situation:**

- Call 9-1-1.

### **Tell the 9-1-1 dispatcher the following:**

- You are a city employee
- Your name and the bureau you work for
- Your location
- What is happening
- Any other requested information

Do NOT hang up until the dispatcher tells you to. Continue to update the dispatcher with information.

### **When is it appropriate to call 9-1-1?**

- When you see a crime in progress.
- When you or another person is in immediate need of police, fire or medical assistance.
- When you are a victim of a crime.

## **NON-EMERGENCY PHONE NUMBERS**

Blood/Body Fluids Exposure Hotline	503-721-0529
Child Abuse Hotline	503-731-3100
City Occupational Health Nurse	503-823-5238
City of Portland Maintenance Bureau	503-823-1700
City of Portland Water Bureau	503-823-7770
City/County Information Hotline	503-823-4000
Multnomah County Animal Control	503 988-PETS
NW Natural Gas	800-882-3377
Park Operations	503-823-1600
Park Rangers	503-823-1637
Poison Control	800-222-1222
Police/Fire/Medical Non-Emergency	503-823-3333
Portland General Electric	800-542-8818

## **MEDICAL EMERGENCIES**

### **Employee/Participant is injured or ill:**

- Provide first aid treatment.
- Call 9-1-1 if emergency medical services are needed.
- Notify supervisor.
- Secure the scene for incident analysis.
- Take photos of the scene if possible.
- Complete a *Participant Accident Report* if medical treatment is not pursued.

### **Several people suddenly become ill:**

- If people need emergency medical care, if symptoms match or in the event of a deliberate act, call 9-1-1.
- Notify supervisor.
- Follow instructions of doctors and other public health officials.
- If the disease is contagious, people should expect to receive medical evaluation and treatment. They may be advised to stay away from others or may be deliberately quarantined.

## **EXPOSURE TO BLOOD AND BODILY FLUIDS**

### **Body Fluid/Blood Cleanup**

- When possible avoid contact with body fluids.
- Isolate the area if possible.
- Request a blood spill kit from one of the first aid kits and follow the directions on the kit to clean up the area. Use disposable gloves and appropriate personal protective equipment (include splash goggles and possibly a disposable apron or Tyvek covering).
- If a spill kit is not available, soak up body fluid spill with disposable, absorbent towels (disposable diapers work great). Prepare a plastic garbage bag (set open to toss in soiled towels). Carefully gather the soiled materials and place in the garbage bag.
- Place all soiled materials in large plastic bag.
- Remove disposable gloves, turning inside out during removal, and place in large plastic bag with other soiled materials.
- Tie the top of the bag and place plastic bag in receptacle.
- Wash hands thoroughly with warm soapy water.

If an employee finds him/herself in a situation where there is a suspected exposure to blood or other potentially infectious material:

- Wash and/or flush the exposed area immediately.
- Report the incident to supervisor.

## **VEHICLE COLLISIONS**

### **Vehicle Collision with Injuries**

- Call 9-1-1 if emergency medical services are needed.

- Provide first aid/medical treatment.
- Notify supervisor.
- Take photos of collision scene.

### **Vehicle Collision, Non-Injury**

- Call Police Non-Emergency, 503-823-3333.
- Notify supervisor.
- Secure scene for incident analysis.
- Take photos of collision scene.

## **CRIMES**

### **Crimes against Persons**

- Call 9-1-1 if person is hostile or threats are made (e.g., violent crimes or those with the potential to escalate to violence, armed robbery, aggravated assault, sexual assault, and/or menacing).
- Provide all available information about the suspect: description, clothing, direction, and method of travel.
- Do not tamper with the crime scene. In the case of sexual assault, do not allow the victim to shower, bathe, douche or use the bathroom.
- If medical assistance is required in case of injury or sexual assault:
  - Arrange transportation to the hospital for the victim.
  - Offer counseling assistance information.
  - Request counseling support if desired by the victim.

### **Property Crimes: Theft, Vandalism, and Damage**

#### *Theft* (including car prowls)

- Call 9-1-1 if crime is in progress.
- Victim should file a police report by calling 503-823-3333.

#### *Intentional Damage*

- If crime is in progress, call 9-1-1.
- If reporting evidence of crime without witnessing event, call Police Non-Emergency, 503-823-3333.

## **FIGHTS, VIOLENCE, THREATS**

All fights, violence, and threats should be reported to the police!

### **Fights or Violence without Weapons**

- Call 9-1-1.
- All available staff report to location and clear area of bystanders who are not involved in the fight.
- Do NOT intervene physically or try to break up a fight.
- Intervene verbally: say something like: "Stop it, it's over... police have been called."
- Keep a safe distance when verbally engaging; have a good escape route.
- Don't argue or lecture them; tell them to either leave or wait for police.

- Assist police as needed.
- Attempt to identify the assailants by name and physical description.
- Secure witnesses and get contact information.

## **Violence involving Weapons**

### ***Outside the Building***

- Call 9-1-1: indicate what kind of weapon(s) was seen and if it has been used.
- Activate Lock Out procedures:
  - Lock exterior doors; stand by safely at front door.
  - Shelter in place: keep groups of children or other visitors together, be ready to move.
  - Evacuate only if it is more dangerous to stay where you are.
  - Wait for police, then follow their instructions immediately and exactly.

## **ANIMAL EMERGENCIES**

If you or your group are confronted by an aggressive dog:

- Give a stern command with a low voice and gesture: "No. Go home..."
- Do not run away or turn your back to the dog.
- Have an object in your hand that you can put in between you and the dog.
- If you need to strike the dog, go for the legs.

If you are attacked by a dog:

- Do not run from, pull away, struggle or scream.
- Stand still, with your arms at your sides.
- If the skin is broken, wash thoroughly – then seek medical attention immediately.
- If you are knocked to the ground, curl up in a ball and put your hand over your ears.

### **How to Report Dog Emergencies**

- To report serious dog attacks or emergencies: call 9-1-1.
- To report animal incidents or problems: contact Multnomah County Animal Services, 503-988-PETS.
- Complete a *Security Incident Report*.
- Try to get the following information:
  - Owner's name, address, and phone number
  - Description of the dog, dog license number
  - Veterinarians name

### **How to Report Other Animal Emergencies**

Call Multnomah County Animal Services at 503-988-PETS:

- Dead, injured or ill animals
- Lost or abandoned animals
- Incidents of animal abuse, cruelty to animals

## Staff Sunday Parkways Orientation

### Introductions

#### Community Involvement and Notice - Rich

1. People who live along route have been told
2. People who live in the neighborhood have been told: hand out letter
3. Two Open Houses in February
4. Tons of media

#### Traffic and Rules of the Road - Rich

- Rules of the road - Review
- Traffic and driveway access
  - major streets and all transit streets open
  - MAX will run
- Police role

#### Staff Role - Linda

- Main job is to keep people happy and enjoying the event
- Familiarize yourself with your Park/Activity area
- Familiarize yourself with the list of where banners, signs, tables, canopies, chairs, vendors, activities, garbage, etc. (Rich will review after this)
- Wear comfortable shoes and **your t-shirt** and **staff name tag**
- Remember sun screen and a hat and your bike lock
- Respect for private property/keeping the neighborhood clean so they invite us back

#### Set Up – Linda

One staffer will work with vendors for set up, the other will do other set up items

##### Park Logistics Set Up Staffer

1. Arrive at 6:00am
2. Get box of supplies, banners, signs etc.
3. Set Park volunteers out to set up tables and chairs (canopies should be up or going up)
4. Set Park volunteers out to set up banners and signs
5. Set up information booth and volunteer booth
6. Set up resource table with maps etc. last
7. At 7:00am assist in Volunteer sign in, if needed

##### Park Vendor Set Up Staffer

1. Arrive at 6:00am
2. Unlock things that need unlocking
3. Check in with vendors and bike parking and valet bike parking (Arbor Lodge and Peninsula Park) to be sure all is in order
4. If your park has a stage, be sure it is set up and the sound system is working
5. At 7:00am assist in Volunteer sign in, if needed

#### Safety first – emergency vs. non-emergency - Linda

1. See Volunteer Guide
2. AMR will have an ambulance nearby and two roving medics on bike all day

3. Sgt. Voepel has up to 35 officers working the route (See phone list)
4. Call 911 if you need emergency help
5. Non-emergency number is 503-823-3333

### **Lost kids/parents location - Linda**

1. See Volunteer Guide.
2. Child found by Intersection volunteers will reported to the Volunteer Coordinator.
3. Volunteer Coordinators will call the Info booth at their nearest park to let them know they have a lost child/parent enroute to the Info Booth.
4. The Volunteer Coordinator will escort the child to the NEAREST Information booth. We can not have a volunteer escort a child to the Information Booth, and we can not shuttle the child to a farther away park Information Booth.
5. Staff at Info Booths then call all three other Info Booths and see if we have a match.
6. If there is a match, call the Volunteer Coordinator to let them know where the other party is if they have not yet arrived at the Info Booth; Call the parent or guardian and let them know that the child will be at the Information Booth and at what park/activity area.
7. If the parents haven't come forward, Info Booth staff can assign a trusted volunteer to play with the child and keep an eye on them until their parents arrive.

### **Other Items - Linda**

1. Porta potties – located in Parks and along the route
2. Garbage pick up – See Volunteer Guide
3. Dog poo bags
4. Main headquarters location in Peninsula Park and for media check in
5. Volunteer Count Sheets and Survey Sheets

### **Food and water - Janis**

1. There is coffee and limited snacks for volunteers – staff can have some
2. Andrew, Danielle, and Abra are charged with watering and snacking up on route volunteers
3. Be sure and eat and drink throughout the day and check to make sure your volunteers and colleagues are fed and watered.

### **Display maps and Describe Parks – Rich**

#### Location of

1. Information Booths and Volunteer Sign In
2. Food Vendors
3. Tables and chairs for eating
4. Activity Vendors and who gets canopy, table(s) and chair(s)
5. Bike parking (self-serve and valet)
6. Dumpsters and Recycling Carts
7. Safe Routes Rides
8. Where to hang banners
9. Where to post activity signs
10. Where to post other signage including Bike Parking Ahead, Walk Bicycles, etc.

#### Park Information Booth

1. List of vendors and their needs
2. List of staff, locations, and phone numbers

3. List for information in supply box for each park
4. Event brochures
5. Lost Child Protocol Sheet
6. Accident/Incident Forms
7. Survey Sheets and Clipboards for Volunteers
8. Pens
9. Packing tape, String, Note pads, scissors, etc.
10. Map of park with vendor/activity locations
11. Folder for completed Survey Forms

Volunteer Sign In Booth

1. List of volunteers and intersection locations
2. List of staff, locations, and phone numbers
3. Event brochures
4. Book of all intersection maps and crossing streets
5. Map of numbered intersections
6. Volunteer Packets/Bags
7. Volunteer Guides (extra)
8. Extra pens
9. Folder for returned Count Forms
10. Extra gloves, garbage bags
11. Some water and snacks for Parks Volunteers

## Who's Who for Sunday Parkways

Staff Person	Park	Job	
Abra McNair	All	Water/Snacks for Volunteers	(509)
Andrew Pelsma	All	Water/Snacks for Volunteers	(785)
<i>Capt Odave (SP?)</i>	<i>All</i>	<i>Police on Bike</i>	(503)
<i>Capt Parman</i>	<i>All</i>	<i>Police on Bike</i>	(503)
Danielle Booth	All	Water/Snacks for Volunteers	(503)
Janis McDonald	All	Overall Volunteer Coordinator	(503)
Sgt. Voepel	All	Police Main Contact	(503)
Rich Cassidy	All/Arbor Lodge	Overall Vendor and Logistics	(503)
Caitlin McCollum	Arbor Lodge	Park Staffer	(503)
Carolina Iraheta Gonzales	Arbor Lodge	Volunteer Coordinator	(503)
Scott Cohen	Arbor Lodge	Park Staffer	(503)
Barb Plummer	Kaiser Town Hall	Park Staffer/Bike Truck Safety	
Donna Green	Kaiser Town Hall	Park Staffer	
Marc Bubar	Kaiser Town Hall	Volunteer Coordinator	(503)
		Park Staffer and Safety	
Marni Glick	Kaiser Town Hall	Coordinator	(503)
Dianne Riley	Peninsula	Volunteer Coordinator	(608)
		Overall Coordinator/Trouble shooting	(503)
Linda Ginenthal	Peninsula		
Mary Dzieweczynski (CCC)	Peninsula	Overall Vendor and Logistic back up	
Timo Forsberg	Peninsula	Stage Manager/Park Staffer	(503)
Linda Ginenthal	Peninsula	For Media Calls	(503)
Jeff Smith	Peninsula/all	Bike Parking	
	Unthank am/Arbor		
Dan Bower	Lodge pm	Floater	(503)
Peter Hurley	Unthank/SEI	Park Staffer	(206)
Steve Hoyt-McBeth	Unthank/SEI	Park Staffer	(503)
Susanna Bee	Unthank/SEI	Volunteer Coordinator	(503)

### Intersection Volunteers – with 4 volunteer coordinators

- Review Volunteer Guide
- Some banner hanging and sign put up at certain intersections
- Checking in that day - where to report
- Intersection design – where do the barricades and signs go
- Everyone gets a chair
- Biking? Bring lock. You can lock your bike to barricade.
- Escorting cars to driveways
- Counting tasks – Look at form (being modified)
- Garbage pick up
- Set up or take down – if working a bridge then hang banners
- Bring I-Pod book, friend, sun screen, extra snacks and water (if you want)
- Tapping replacement and getting released by police at the end

### Review Job Description with each volunteer job group

- Banner hangers – with maps and supplies list

- Route Rabbits
- Route Sweeps
- Park volunteers
  - Set up and take down - hang up the banners in the area
  - Stage hands/help
  - Vendor/activity support
  - Survey
  - Info booth/resource table people
  - Garbage/recycling patrol
  - Trouble shoot
  - Lost kid entertainment
- Volunteer Check in

## Volunteer Coordinator To-Do's for Sunday June 22nd

6am: Arrive at Park

6am-6:30am: Set Up

Beginning assisting the set up of Volunteer check-in. There should be two volunteers to help out with volunteer booth. Make sure volunteer signs are up. Set out table for pastries and coffee.

Set out the check-in/waiver sign-in for volunteers. Have volunteer bags in a numerical order (and shift order) for easy distribution. Make sure that all materials listed in volunteer box are set out (i.e. all materials for volunteer booth). Have extra shirts and bags ready to go.

6:30am: Check in park volunteers. Have them sign waivers if needed. Send them to staff. Do not delegate responsibilities to park volunteers.

7:00am: Check in intersection volunteers. Make sure all volunteers have signed the waivers. Give them bags, make sure they know where they are going. Tell them to grab snack and chill until ints. Team regroup.

7:15am: Regroup: Go over directions again. Make sure volunteers understand intersection drawing and know where to put up barricades. Explain counting instructions and form to volunteer counters. **Remind them to leave clipboard for 2<sup>nd</sup> shift.** Go over bridge information. If possible have your bridge volunteers meet

7:35am: Send out ints. Volunteers

7:55am: Volunteers must set up barricades by 8:00am

8:00am: Check over sign-in sheets. If anyone did not show up then use a floater to cover their shift. If floaters are not needed to cover an intersection, have them help you at volunteer check-in.

8:30am: Ride out for first volunteer check-in

10:15am: 2<sup>nd</sup> round of volunteers will begin checking-in. Check in intersection volunteers. Make sure all volunteers have signed the waivers. Tell them to grab snack and chill until ints. Team regroup.

10:30am: Regroup: Go over directions again. Explain counting instructions and form to volunteer counters. **Remind them that you will pick up clipboards towards the end of their shifts.** Go over break down instructions. Go over bridge information. If possible have your bridge volunteers meet

10:45am: Send out ints. Volunteers

11:00am: Check over sign-in sheets. If anyone did not show up then use a floater.

11:30am: Ride out for first volunteer check-in

1:30am: Ride out and collect counting sheets from volunteers

2:00pm: Police will begin taping ints. Volunteers and releasing them of their responsibility

Volunteer Coordinators TO-DO's for Sunday June 22<sup>nd</sup>.

- If you encounter a lost child call all the Information Booths to see if a parent has come looking and then take that child to the parent or the nearest Info Booth.

