



BARRICADES

If barricades or delineators are required for your event, the sponsor may be required to provide them. The City Public Works Department Traffic Division (239-5541) can provide up to 20 barricades and 25 traffic cones, depending on availability. The cost of delivery of these materials will be charged if delivery and pickup is necessary outside of normal working hours (7:00 a.m. to 3:30 p.m., M-F). Full replacement cost will be charged for materials lost or broken.

BARRICADE GUIDELINES

It is extremely important that barricades be manned by responsible adults at **all times**. It is preferred that each barricade be manned by two people; this is REQUIRED for heavily traveled and/or major intersections. Please review the following guidelines with your barricade volunteers:

- Volunteers must be willing to miss out on the “action”. This means that if there is a parade or other event going on, they will likely not see it or participate in it. (Hint: the more volunteers, the better. People can work in shifts to allow everyone a chance to have some fun during the event. If this method is used, please ensure that there are no gaps between barricade coverages!)
- Once a street is closed, it is CLOSED. Motorists will often try to convince a volunteer to move a barricade to let them through. This is why it is extremely important that heavily traveled or major intersections are manned by strong-willed people. Do not move a barricade during a closure unless it is an emergency situation or if special arrangements have been made for a specific business or parking lot (see next bullet).
- Sometimes special arrangements will need to be made to allow motorists access and egress to/from a business or parking lot. It is important to establish a plan with City staff ahead of time, and to review the plan with the barricade volunteers. The safety of the volunteers, motorists, and event participants is paramount.
- Volunteers are required to wear safety vests while manning a barricade. Up to 24 vests are available through the City Manager’s Office, and more may be available from Public Works, depending on availability. Event organizers are responsible for providing any additional vests.
- A list of volunteers, cell phone numbers, and assigned intersections shall be provided to the City at least one week prior to the event. Depending on the scale of the event, volunteers may also be asked to attend a meeting to review guidelines, arrival times, etc.
- Make sure that each volunteer has the cell phone number of at least one of the event coordinators, and vice versa. Volunteers should be confident that they can get in touch with someone during the event if they need to.
- Coordinate with Public Works and the Special Event Committee to determine a plan for barricade drop-off/pickup. Make sure volunteers know what to do with their barricade once the event is over.