

This document is only used if groups of Rider Educators will make rounds among the different MCCSR positions assigned during an event.

Briefing Notes

1. Time each stop for 5 minutes. Time to rotate will be signaled by _____.
2. Guides should speak loudly enough to be heard by entire small group .
3. Display sign so audience and learners can see which group is which, to facilitate transitions. Rotate according to sequence shown on layout diagram.
4. Try to make best use of time periods when PA system is quiet to communicate information to learners.
5. Each group will get only 5 minutes with you and will then have to rotate to next position.
6. Station yourself according to layout diagram.
7. Have first five groups gathered and in standby prior to "unveiling". **As soon as scene is opened up, groups take their places. (???)**
8. Be sure each "learner" receives a copy of laminated cue card.
9. Guides, use your time to review all the information that pertains to your assigned role on both sides of the card. Do not address the other roles except to discuss how the roles interface. All positions should briefly review "SETUP" acronym and how it affects that role.
10. **SCENE COORDINATOR Rider Educator** - Another example is the utter turmoil that has occurred on the CB radio after such events when everyone is excited and trying to report the same information. You know what happens when someone "steps on" someone else on the CB. Of course, the right thing to do, as difficult as it may be, is, once they have come upon such a scene, to have everyone on the ride maintain radio silence unless spoken to by the road captain or the "Sweep", who would usually be assuming responsibility as the "Scene Coordinator".
11. After the safety of the victims and the riders comes one *less than obvious responsibility*: If possible, the **SCENE COORDINATOR** should make an effort to identify any witnesses. If there are any, they should be kept aside and isolated from one another to prevent their talking about it, which could corrupt their statements. Every effort should be made to keep them from leaving the scene. If they leave, he should make a note of their names, addresses, phone numbers and license plate numbers of their cars.
12. **SCENE COORDINATOR** Drivers of the vehicles involved in the crash should be prevented from leaving the scene of the accident. If that is not safely possible, get a good description of him or her, and get his/her license plate number and description of his/her car.
13. Rocco is to test the PA and get volume adjustments preset for actual event conditions. Afterwards, he should run through entire script during Dry Run without PA.
14. Verify timing of script.

PA system will not be used during Dry Run, other than to do mike checks and volume pre-setting. (PA should be clearly audible by all participants, audience and learner groups.)

Script should be read so only the first group of learners and their guides can hear. Test external speakers on bikes, to be sure CB broadcasts can be heard.

All Riders – Turn CB to External Speakers

COMMUNICATOR will be speaking with actual 911 Operator, broadcast over PA System. They may require that you begin and end with "This is a drill", or something similar. Discuss details of this with Police (Sgt. Gard Turner)