

# Firefly 2025 Parking Volunteer Guide

Thank you for volunteering to deal with all these cars!

Parking at Firefly is divided into three publicly accessible lots:

**Lower Parking** – on the hill, near gate, this lot is **4WD/AWD ONLY!**

**Upper Nexus Parking** – a lot within Upper Nexus, the hub at the bottom of the Butterfly Field. Parking there is for people who have specific reasons to be there.

**Main Parking** – across the road, this is a field where most of the cars go.

## **SELF CARE**

Your shift may be hot, or cold, or wet, or late, or whatever. Make sure you have what you need to be comfortable: appropriate clothing, hat, sunscreen, WATER, snacks, flashlight. If there's anything you need, ask around, someone's probably got it. If not, radio the **GNOMES**.

It's OK to chill out and take a break if that's what you need. Just let the other parking volunteers know. Keep an eye on your fellow volunteers too; if anyone looks like they need a break, encourage them to take one!

## **GETTING ASSISTANCE**

- You can reach other lots, parking leads, or Rangers using the radio. See the "RADIO" instructions.
- **PARKING LEADS** will be on the radio during all shifts. Make sure you're on **Channel 5**, then call for "**parking lead**" or call for us by name – "**FLY**" or "**Narwhal**". We'll solve your problem!
- If you're dealing with a participant who isn't following instructions, is talking back to you, or is being combative, **call Rangers (channel 1, INFO) ASAP**. You do not have to put up with being treated disrespectfully and it is not your responsibility to de-escalate a conflict. After you call Rangers please call Parking Leads to inform us.

- If someone gets stuck: we have traction pads and a tow strap available for self-reliant participants. DPW also has a set. Other participants will help and push, they'll get out. If someone is really really super stuck, call a parking lead.
- Same goes for dead batteries: call a parking lead.

Each lot has its own peculiarities, but the main thing is that it's our job to facilitate the flow of cars into their final resting places, and then back out onto the road at the end of the event. Please follow the guidance in these instructions – they are designed to get the cars where they are going as efficiently as possible. Please refer to the info sheet for your specific lot for more details.

# LOWER PARKING

Park cars nose facing downhill, in rows. Keep a center path clear.

GATE determines which cars go to LOWER PARKING. If somehow a non-4WD vehicle tries to enter LOWER PARKING, stop them and send them to MAIN PARKING or UPPER NEXUS (if they have to unload gear).

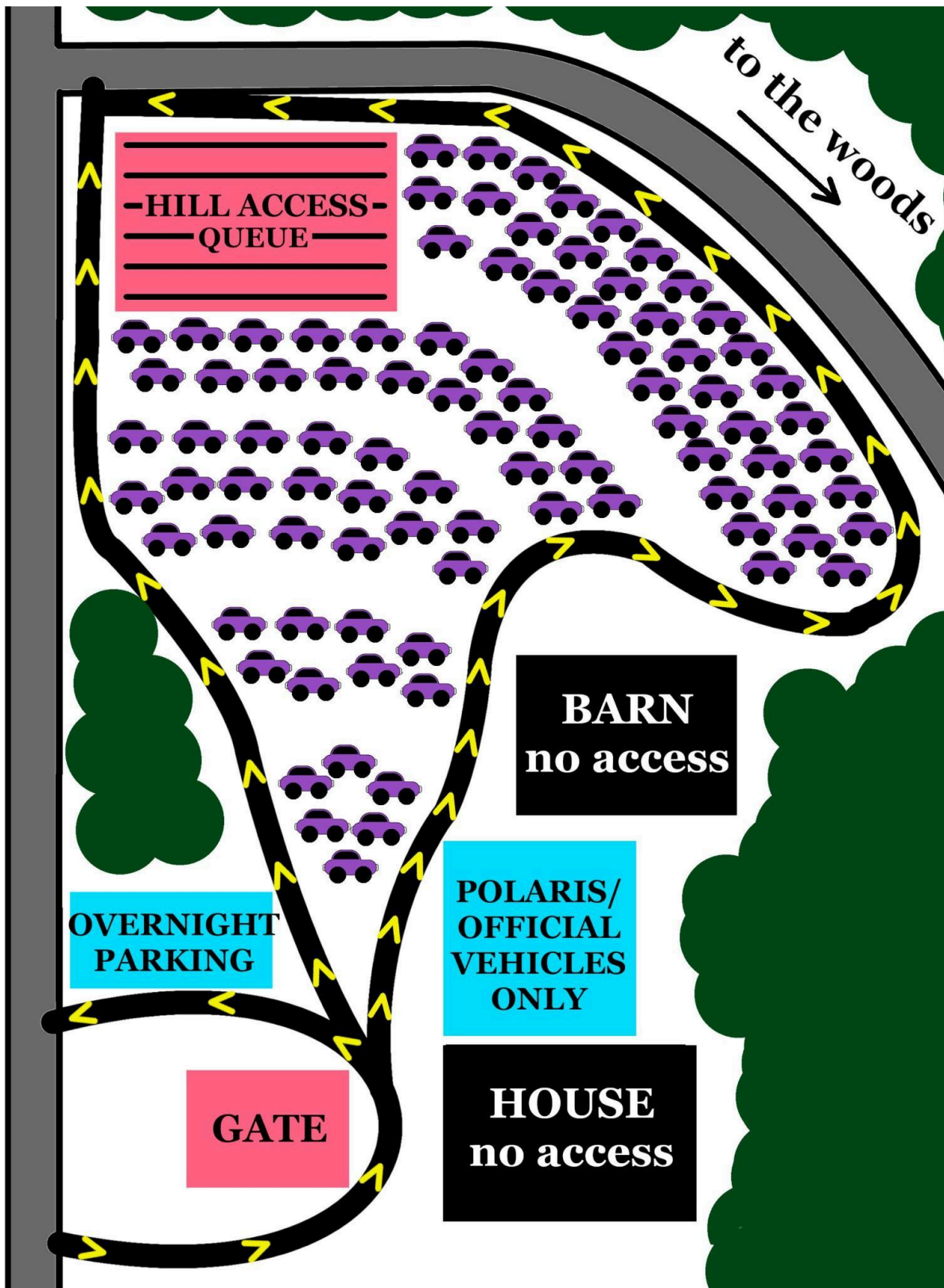
## VOLUNTEER POSITIONS

Volunteers in LOWER PARKING will be stationed:

- at the opening to LOWER PARKING to direct cars to where you want them
- Inside LOWER PARKING to guide cars into spots

## **PARK CARS AS CLOSE TOGETHER AS FEASIBLE**

Firefly is bigger than ever this year so to accommodate all the vehicles it's **really important that you get them tightly packed**. It should be a touch tricky for the driver to get in and out of the car.



## Lower Parking Lot Count Log

Please perform a count of the number of cars in the parking lot during the morning shift, around 11:30 am. Record the number of cars on this log and radio the count to the parking lead. Please write on the paper and not the plastic sleeve! Thank you!

Day	Time Count Taken	Count
Tuesday July 1		
Wednesday July 2		
Thursday July 3		
Friday July 4		
Saturday July 5		

# MAIN PARKING

Park cars nose towards the lines. Keep lanes clear.

## VOLUNTEER POSITIONS

Volunteers in MAIN PARKING will be stationed:

- at the opening to MAIN PARKING to direct cars to the lot
- Inside MAIN PARKING to guide cars into spots

## PARK CARS AS CLOSE TOGETHER AS FEASIBLE

Firefly is bigger than ever this year so to accommodate all the vehicles it's **really important that you get them tightly packed**. It should be a touch tricky for the driver to get in and out of the car.

[main parking layout illustration on this page]

## Main Parking Lot Count Log

Please perform a count of the number of cars in the parking lot during the morning shift, around 11:30 am. Record the number of cars on this log and radio the count to the parking lead. Please write on the paper and not the plastic sleeve! Thank you!

Day	Time Count Taken	Count
Tuesday July 1		
Wednesday July 2		
Thursday July 3		
Friday July 4		
Saturday July 5		



# UPPER NEXUS PARKING

Nexus is where all the action is. While some cars will be parked here, most cars are just going to the **GEAR DROP**, dropping their gear, and then going off to MAIN PARKING.

## VOLUNTEER POSITIONS

Volunteers in UPPER NEXUS will be stationed:

- At the top of the hill leading to UPPER NEXUS to triage cars
- At GEAR DROP to make sure empty cars leave asap
- Inside UPPER NEXUS PARKING to guide cars into spots as required

## COMING UP THE HILL

DO NOT let vehicles stop on the hill. When they start, their wheels spin and it wrecks the road. They should wait by the stop sign at the bottom of the hill until there is space for them to come up.

When they get to the top, have them stop and talk to them.

**FIRST:** Check that they have **wristbands**; if they don't, send them to GATE without unloading.

If they have checked in, figure out where you're sending them:

### 1) GEAR DROP

This will be the most common. Direct these cars to the GEAR DROP popups. They will unload their stuff there, and then ONE PERSON will go and park the car in MAIN PARKING (**GREEN** parking pass).

One volunteer will be stationed at GEAR DROP to facilitate; the key thing is to ensure there are **NO UNATTENDED VEHICLES IN GEAR DROP**. Once a car is unloaded, it has to go. This is important because we have hundreds of cars to process so **keep them moving!**

If participants need help with taking their gear to their campsites, direct them to **(B)rute (S)quad at Satellite Outpost** (it's right there; you can see it from where you're reading this).

## 2) UPPER PARKING

This is a very limited number of spots for people who have a particular need to be there (eg mobility issues; need to store expensive equipment or medications; need access for art project, etc)

There are two ways vehicles can park in UPPER PARKING:

- a) They are on the list
- b) They express a need that is more acute than “i’m lazy”

If a vehicle meets either of these criteria, give them a **BLUE** pass and tell them how to get into UPPER PARKING (you may need to move a cone or something like that)

**PARK CARS DIAGONALLY** in UPPER PARKING. They will be exiting the parking lot at the back, so this lets us pack in more rows.

**PARK CARS AS CLOSE TOGETHER AS FEASIBLE** – Firefly is bigger than ever this year so to accommodate all the vehicles it’s **really important that you get them tightly packed**. It should be a touch tricky for the driver to get in and out of the car.

## 3) IN-AND-OUT

This is a very small section for people who have a particular need to leave and come back again in service of some aspect of Firefly. Again, there is a list; give these people a **PINK** pass and direct them to the appropriate place.

If someone is not on the list and wants IN-AND-OUT parking, call a parking lead on the radio.

**If someone just needs to go and pick someone/something up to come to Firefly, they don’t need to be in this lot; they can do it from any of the parking areas.**

[UPPER NEXUS LAYOUT ILLUSTRATION ON THIS PAGE]

## Upper Nexus Parking Lot Count Log

Please perform a count of the number of cars in the parking lot during the morning shift, around 11:30 am. Record the number of cars on this log and radio the count to the parking lead. Please write on the paper and not the plastic sleeve! Thank you!

Day	Time Count Taken	Count
Tuesday July 1		
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# USING THE RADIO

Radio Channels - the following channels may be useful to you:

- **Channel 5** - GGGP (Gate, Greeters, Gnomes, Parking): Your Primary Channel; where Parking Leads will be
- **Channel 6** - UTC (Upper Nexus parking traffic coördination): Upper Nexus only during busy times, to streamline one-way traffic in & out of Upper Nexus
- **Channel 1** - INFO (Rangers/Khaki) If you have a **question** or **need help with something**
- **Channel 8** - OOD (Safety Officer of the Day); call for emergencies such as a hostile participant
- **Channel 16** - Medical (for medical emergencies - do not give details over the air)

If you have a specific request and you know what you need, switch to their channel and communicate with them directly.

For parking related questions, ask for “**Parking Lead**” on the **GGGP channel 5**. If you need help from a **Ranger**, or are facing a (non-parking related) problem you’re not sure how to solve, get in touch with **Khaki** on the INFO channel 1. Call **Medical** on 16 for medical emergencies (such as someone falls and breaks their leg). Do not give identifying information about participants over the radio to maintain privacy.

## Operation of the radio

1. Think about what you need BEFORE pressing the speak button
2. Listen to the radio for others talking
3. When you’re ready to speak, Push the TALK/PUSH button to talk
4. Pause for TWO seconds before speaking
5. Talk! Start with “[Who you’re calling] this is [who you are / your station]” (eg “Parking Lead, Parking Lead, this is Main Parking. Over.”)
6. Listen for the person to reply with “Go for [their name]” (eg “Go for Parking Lead”)
7. And Talk! Continue to hold the button until you’re done speaking. Let go to listen to the other person. Rinse and Repeat.
8. If there’s no answer and you suspect nobody is hearing you, say “Radio Check” on the radio – someone will answer if they can hear you to confirm your radio is working.

**\*\*Radios are on open channels – anyone can listen in. Do not give identifying information about participants over the radio, and do not discuss anything you don’t want the whole world hearing about.\*\***