

## VII. CRASHING PROCEDURES

EACH NIGHT SWITCHBOARD TRIES TO FIND HOUSING FOR TRANSIENT PEOPLE ON AN EMERGENCY BASIS. PEOPLE COME TO THE FREE CHURCH, SIGN A LIST, AND SWITCHBOARD CALLS PEOPLE WHO HAVE VOLUNTEERED TO HOUSE OR "CRASH" PEOPLE ON REFERRAL FROM US AND MAKES THE ARRANGEMENTS. THE PROCEDURE IS:

1. AT 7:00 P.M. ANNOUNCE TO EVERY ONE IN THE BUILDING THAT PEOPLE WHO NEED HOUSING SHOULD LINE UP SINGLE FILE AT THE DESK. GET THE CLIPBOARD WITH A DATED FREE CHURCH CRASH LIST ON IT. YOU FILL IN THE BLANKS ON THE LIST AS THEY TELL YOU. THIS INFORMATION IS NECESSARY FOR US TO MATCH CRASHERS AND PADS ACCORDING TO THEIR NEEDS. ASK FOR SOME I.D. TO MAKE SURE THE PERSON IS NOT CHANGING THEIR NAME EVERY TWO DAYS. ALSO CHECK FOR THEIR AGES AND MAKE SURE THAT EVERYONE IS OVER 18. (SEE VIII .A.)

2. WHEN EVERYONE IS SIGNED UP ON THE CRASH LIST, CHECK THE NAMES AGAINST THE "CAN'T CRASH LIST". ANYONE WHO IS TRYING TO CRASH FOR THE THIRD TIME SHOULD HAVE SWITCHBOARD POLICY ABOUT THE NUMBER OF TIMES WE CAN CRASH PEOPLE EXPLAINED TO HIM, AND SHOULD BE TOLD THAT WE CAN'T HOUSE HIM OR HER AGAIN.

3. THE OPERATOR WHO IS DOING CRASHING NOW BEGINS TO CALL PEOPLE WITH CRASH PADS TO MAKE ARRANGEMENTS. THE INFORMATION ON CRASHPADS IS FOUND IN THE PAD PROBLEMS 7:00 DRAWERS OF THE KARDEX FILE. WE MUST BE ESPECIALLY SENSITIVE TO THE NEEDS AND DESIRES OF THE PEOPLE WE CALL ABOUT CRASHING. CHECK EACH CARD BEFORE CALLING A PERSON WITH A PAD AND MAKE SURE YOU ARE NOT VIOLATING ANY CONDITIONS ON THE USE OF THE PAD NOTED ON THE CARD - LIKE "WEEKENDS ONLY", OR "CALL BEFORE 9 P.M." ETC.

4. ON EACH CALL, TELL THE PERSON WITH THE PAD WHO YOU ARE, THAT YOU'RE CALLING FROM FREE CHURCH AND WOULD LIKE TO KNOW IF THEY COULD HOUSE SOME PEOPLE FOR THE NIGHT. IF THE ANSWER IS NO, MARK THE CARD WITH THE DATE AND "NO" WRITTEN AFTER IT. IF THE ANSWER IS YES, ASK THE PERSON HOW MANY PEOPLE HE OR SHE WOULD LIKE TO PUT UP, MARK THE CARD WITH THE DATE, AND ENTER THE NUMBER OF CRASHERS THE PEOPLE ARE TAKING AFTER THE DATE. IF A HOST IS NOT HOME AFTER SEVERAL CALLS, MARK THE DATE WITH "N.A." AFTER IT FOR NO ANSWER.

5. AFTER MAKING THE ARRANGEMENTS WITH EACH PAD, FILL OUT A FREE CHURCH HOUSING FORM WITH A CARBON COPY. PUT THE NAMES OF ALL THE CRASHERS YOU ARE SENDING TO THE PAD ON THE HOUSING FORM, ALONG WITH THE REST OF THE INFORMATION ASKED FOR.
6. CALL OUT THE NAMES OF THE PEOPLE ON EACH HOUSING FORM AFTER FILLING IT OUT. BE SURE TO EXPLAIN ANY SPECIAL CONDITIONS ABOUT THE PARTICULAR PAD--LIKE LEAVING EARLY IN THE MORNING, OR PECULIARITIES ABOUT THE PERSON WHO IS CRASHING THEM. FOR INSTANCE, DON'T SEND PEOPLE TO CRASH WITH A GAY PERSON UNLESS THE PEOPLE ARE CLEAR ABOUT THE SCENE AND ARE SURE THEY CAN HANDLE IT. ONCE AGAIN, MAKE IT CLEAR TO EACH CRASHER INDIVIDUALLY THAT THE PERSON WHO IS PUTTING THEM UP IS DOING US A FAVOR.
7. GIVE THE CRASHER THE CARBON COPY OF THE HOUSING FORM AND KEEP THE ORIGINAL.
8. CRASH PEOPLE IN THE ABOVE MANNER UNTIL YOU RUN OUT OF CRASHERS OR PADS, WHICHEVER COMES FIRST. CONTINUE TO CALL PEOPLE WHO ARN'T HOME UNTIL YOU FEEL THAT IT IS TOO LATE TO CALL. DO NOT CALL MOST PEOPLE AFTER TEN (UNLESS IT SAYS ON THE CARD THAT SUCH A LATE CALL IS COOL,) EVEN IF WE HAVE MORE PEOPLE TO CRASH. A CALL TOO LATE IN THE NIGHT MIGHT GET THE PAD TO CLOSE ITSELF TO CRASHERS.
9. IF WE RUN OUT OF PADS AND WE STILL HAVE PEOPLE TO CRASH, ANNOUNCE THAT WE PROBABLY WON'T BE ABLE TO HOUSE ANYONE ELSE THAT EVEING, AND SUGGEST THAT ANYONE WITHOUT HOUSING TRY TO MAKE OTHER ARRANGEMENTS. SUGGEST THAT IT IS RELATIVELY COOL TO CRASH UP IN THE HILLS, AWAY FROM PATROLLED PATHS.
10. WHEN CRASHING IS DONE, THE "CAN'T CRASH" LIST MUST BE UPDATED. TAKE THE CRASHING LISTS FOR THE PAST 30 DAYS AND CHECK FOR ANY PEOPLE WHOM YOU HAVE CRASHED THIS EVEING. DATE AN ENTRY ON THE "CAN'T CRASH" LIST AND ENTER THE NAMES OF ANYONE WHO HAS CRASHED A SECOND TIME. NOW CHECK OVER THE LIST AND CROSS OFF ANY NAMES A MONTH OLD. THE 10:00 SHIFT WILL PROBABLY DO THIS, SINCE THE 6 - 10 SHIFT WILL NOT HAVE FINISHED CRASHING BY 10:00.
11. STAPLE THE EVENING'S CRASH LIST TO THE HOUSING FORMS. FILE THEM IN THE FILE ABOVE THE RED STAR FILE.

#### GENERAL NOTES ON CRASHING

1. PEOPLE ARE NOT NECESSARILY CRASHED IN THE ORDER IN WHICH THEY SIGN THE CRASH LIST. GROUPS ARE GIVEN PRIORITY WITH PADS THAT TAKE GROUPS. WOMEN ARE ALWAYS GIVEN PRIORITY OVER MEN, ALTHOUGH WE USUALLY HAVE MORE THAN ENOUGH PADS THAT TAKE WOMEN ONLY. SPECIAL INSTANCES MAY ARISE WHERE SOME PEOPLE WILL HAVE TO BE GIVEN PRIORITY. IN ANY CASE, WE CRASH PEOPLE AS WE SEE FIT, AND PEOPLE SHOULD BE CLEAR THAT THE NUMBERS ON THE CRASH LIST HAVE NO REAL MEANING.

2. SWITCHBOARD RESERVES THE RIGHT NOT TO HOUSE ANYONE WHO IS REALLY OBNOXIOUS, WHO IS OBVIOUSLY WIRED, OR WHO MIGHT BE A RIP-OFF ARTIST. PEOPLE WHO HOUSE TOTAL STRANGERS DO SO AT THEIR OWN RISK, BUT SWITCHBOARD SHOULD NOT MANIPULATE PEOPLE TO TAKE OR BAD SCENES. IN SPECIAL CIRCUMSTANCES, AND WITH SPECIAL ARRANGEMENTS WITH THE PEOPLE IN THE PAD, PROBLEM PEOPLE CAN BE HOUSED REMEMBER THAT ONE BAD INCIDENT CAN CLOSE A CRASH PAD FOR GOOD-- OPERATORS SHOULD BE ON THE LOOKOUT FOR PEOPLE WHO MIGHT CAUSE TROUBLE.

3. THE BUILDING MUST BE CLOSED AND LOCKED AT THE END OF THE LATE NIGHT SHIFT, AND EVERYONE MUST LEAVE. UNDER NO CIRCUMSTANCE IS ANYONE TO STAY IN THE BUILDING OVERNIGHT WITHOUT EXPLICIT AUTHORIZATION FROM DICK YORK. THE REASON FOR THIS POLICY IS THAT THE RIGS HAVE FOUND IN THE PAST AND NO DOUBT WILL FIND IN THE FUTURE A PRETEXT TO BUST THE FREE CHURCH IF IT IS USED AS A CRASHPAD. ANYONE VIOLATING THIS POLICY WILL NOT BE ABLE TO WORK WITH SWITCHBOARD ANY MORE.

4. UNDER NO CIRCUMSTANCE IS ANYONE TO BE SENT TO A PAD WITHOUT ARRANGEMENTS FIRST BEING MADE BY PHONE. ALSO, UNDER NO CIRCUMSTANCES ARE THE CONDITIONS SET BY THE PEOPLE WITH A CRASH PAD (EITHER NOTED ON THE CARD OR STATED ON THE PHONE WHEN THE ARRANGEMENTS ARE MADE) TO BE VIOLATED. THIS APPLIES ESPECIALLY TO THE NUMBER OF PEOPLE TO GO TO A PAD, RESTRICTIONS ON SEX OF CRASHERS, ARRIVAL AND DEPARTURE TIME.

5. THE BUILDING IS USUALLY QUITE CROWDED AT CRASHING TIME, AND IT GETS NOISY ENOUGH TO MAKE IT DIFFICULT TO GET WORK DONE. FEEL FREE TO ASK PEOPLE TO BE QUIET.

## C R A S H I N G   R U L E S

BEFORE FILLING OUT THE CRASH LIST, GIVE A BRIEF RAP TO EVERYONE ABOUT THE CRASHING RULES. ALSO RAP TO EACH CRASHER OR GROUP OF CRASHERS THAT YOU SEND OUT. THE PURPOSE OF THESE RULES IS TO INSURE CONTINUED GOOD RELATIONS BETWEEN FREE CHURCH, SWITCHBOARD, OUR BROTHERS AND SISTERS ON THE STREET, OUR FRIENDS WHO ARE KIND ENOUGH TO PROVIDE THE HOUSING. THE CRASHING RULES ARE NUMBERS 1 - 5 ON THE FREE CHURCH HOUSING FORM.