



## EMERGENCY RESPONSE QUICK REFERENCE

### ***Emergency Team***

<b>Name</b>	<b>Role</b>	<b>Cell</b>
Paul Enns	Race Director / Media Contact	778 241-4447
Erik Bird	Race Director	604-961-7166
Kevin Barata	Race Director	604-812-7697
Mike Thomas	Communications Director	778-242-9830
Lee Holeczek	CFVSAR* Team Lead	604 309-9325

***\*CFVSAR: Central Fraser Valley Search And Rescue***

### ***Emergency Contact Numbers***

<b>Organization</b>	<b>Telephone</b>	
Towing	Aggressive Auto Towing	604-854-5669
Abbotsford Police	Non-Emergency: 604-859-5225	9-1-1



## EMERGENCY RESPONSE QUICK REFERENCE

### ***Injury Response - Volunteer Actions:***

Notify the Communications Director [Mike Thomas](#) immediately if a runner is injured.

Mike's emergency cell number will be printed on the back of every racer's bib.

Initiate "Incident Report" asap (even for minor injuries). The Communications Director will need these details:

- name of runner AND bib number
- location of runner
- injury and runner status

Situation	Volunteer Action	Follow Up
Runner is injured and is at an aid station.  CFVSAR volunteers are on site.	<ul style="list-style-type: none"> <li>● Have runner stay at aid station to be assessed</li> <li>● Notify CFVSAR volunteers located at Aid Station to assess runner</li> <li>● Notify Race Director with details</li> </ul>	Communications Director will contact CFVSAR lead to let them know there is an injured runner at an aid station
Runner is injured and is at an aid station.  CFVSAR volunteers are <b>NOT</b> on site (ie. responding to another call)	<ul style="list-style-type: none"> <li>● Have runner stay at aid station until medical help arrives.</li> <li>● Notify Communications Director with details</li> </ul>	Communications Director will contact CFVSAR
Runner is injured and is NOT at an aid station. Runner requires medical attention.	<ul style="list-style-type: none"> <li>● Have runner stay at location</li> <li>● Notify Communications Director with details and to get further instructions</li> </ul>	Communications Director will contact Medical Team to mobilize nearest first aid personnel
Volunteer hears from another runner that there is an injured runner on course.	<ul style="list-style-type: none"> <li>● Have runner with information give as many details as possible (runner status, location, etc)</li> <li>● Notify CFVSAR volunteers located at Aid Station (if at an aid station) AND call Communications Director with details</li> </ul>	Communications Director will contact CFVSAR Team to mobilize nearest first aid personnel
Runner has minor injuries that can be self managed (ie. minor scrape, cut, etc)	<ul style="list-style-type: none"> <li>● Offer runner antiseptic wipes and band-aids (at Aid Station) for runner to self administer</li> <li>● NO need to contact Communications Director</li> </ul>	Ensure Incident report gets to Communications Director or Race Director



## EMERGENCY RESPONSE QUICK REFERENCE

### ***Medical Team Assessment***

Most qualified person makes the call. Complete Incident Report (see form below) after incident is resolved. CFVSAR will determine medical response and contact ambulance if required.

Situation	Action	Follow Up
Runner <u>can</u> continue	Treat onsite or at nearest aid station	<ul style="list-style-type: none"> <li>• Notify Communications Director</li> <li>• Communications Director will liaise with CFVSAR Team as needed</li> <li>• Fill out Incident Report as needed</li> </ul>
Runner <u>cannot</u> continue	Needs hospital	<ul style="list-style-type: none"> <li>• Notify Communications Director</li> <li>• Communications Director notifies CFVSAR</li> <li>• CFVSAR will mobilize nearest first aid personnel for assistance as needed</li> <li>• CFVSAR will call 911</li> <li>• Fill out Incident Report</li> </ul>
Runner <u>cannot</u> continue	Does not need hospital	<ul style="list-style-type: none"> <li>• Notify Communications Director</li> <li>• Communications Director notifies CFVSAR</li> <li>• CFVSAR will assist as needed</li> <li>• Fill out Incident Report</li> </ul>



## EMERGENCY RESPONSE QUICK REFERENCE

### ***CFVSAR Team Locations***

<b>Medical Team / Aid Station</b>	<b>Location</b>	<b>First Aid</b>
<b>START/FINISH LINE</b>	Lower Parking Lot - Sumas Mtn Regional Park	2 CFVSAR volunteers, CFVSAR tent
<b>AID STATION #1</b>	SQUIDLINE Parking area (Adjacent to Taggart Rd at Intersection of Knob Gobbler and Holiday Sauce trails)	2 CFVSAR volunteers
<b>AID STATION #2</b>	Centennial Trail & FSR intersection	2 CFVSAR volunteers
<b>CENTENNIAL TRAIL</b>	Trail intersection of Centennial Trail and Upper Parking Lot hiking trail	2 CFVSAR volunteers
<b>TAGGART PEAK</b>	Summit of Taggart Peak via access road	2 CFVSAR volunteers



## EMERGENCY RESPONSE QUICK REFERENCE

### ***Meeting Points (Muster Points) in case of emergency:***

- #1 Lower Parking Lot, Taggart Road (Sumas Mountain Regional Park)
- #2 Upper Parking Lot, Taggart Road (Sumas Mountain Regional Park)

### ***Temporary Race Closure***

Appropriate for storms, earthquake, temporary blocked road crossing.

RFW Emergency Team:

1. Notifies crew of the temporary closure.
2. Instructs racers to stop at closest access point. Ensures they do not proceed.
3. Confirms with course medical team that there are no further incidents.
4. Determines whether safe to re-open course or if a detour route can safely be put in place.
5. Notifies crew about re-opening.

### ***Cancellation of Race***

Possible reasons for race cancellation: aggressive wildlife, thunder/lightening storm, wildfire, earthquake

RFW Emergency Team:

1. Communicates cancellation and enforces it.
2. Directs runners to nearest muster points if already on course.
3. Completes cancellation:
  - Determines alternate route to Finish Area or safety location.
  - Facilitates transportation to finish or safety for muster points located further away.
  - Determines how to get food, water, shelter to muster points for runners who will be held there for an extended time.
  - Communications Contact deals with media.

### ***Declaration of an Emergency***

RFW Emergency Team:

1. Decides who will make announcement and through which channels.
2. Identifies muster points along route.
3. Follows cancellation of race steps.

### ***Dealing with Media***

1. Use statements like this until official announcement is ready:
  - “Until we know all the details, we cannot comment on the situation until we’ve done our own investigation. There will be an official announcement shortly.”
  - “We are working with the authorities.”
  - “Safety of participants is our top priority.”
2. Volunteers do not talk to media or make comments. You can say – “I’m just a volunteer; please talk to one of the directors who will know more”.
3. Media Contact sets up an area for a press conference or announcement.



## EMERGENCY RESPONSE QUICK REFERENCE

### **Marshal Station #1**

- *Between entrances of Holiday Sauce and Squid Line*

### **Marshal Station #2**

- *Intersection of Taggart Road & Knob Gobbler; near Aid Station #1*

### **Marshal Station #3**

- *Mid-point of Rock Diva at access road*

### **Marshal Station #4**

- *Mid-point of Noah Fear at access road*

### **Aid Station #1** - Clearing at top of Squid Line

- Responsibilities:
  - Set out food and drink
  - Racers bring own cups; some extra on hand if needed
  - Set up shelter and table. Set out garbage and compost bags.
  - CHEER!
  - Once final runner has passed, clean up - make note of numbers of final bibs, call in to Mike Thomas and return to finish line

### **Aid Station # 2** - Centennial Trail and FSR intersection

- Responsibilities:
  - *Take truck with supplies and set up Aid Station #1 FIRST*
  - Set up shelter and table. Set out garbage and compost bags.
  - Racers bring own cups; some extra on hand if needed
  - Set out food and drink
  - CHEER!
  - Once final runner has passed, clean up and return to finish line

### **Aid Station # 3** - Start/Finish Area

- Set up shelter and table. Set out garbage and compost bags.
- Racers bring own cups; some extra on hand if needed
- Set out food and drink
- CHEER!
- Once final runner has passed, clean up and return to finish line



## EMERGENCY RESPONSE QUICK REFERENCE

# INCIDENT REPORT FORM

To be completed within 12 hours of incident.

Incident Date: \_\_\_\_\_ Incident Time: \_\_\_\_\_

Injured Person Name: \_\_\_\_\_ Injured Person Bib Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Male/Female: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Allergies: \_\_\_\_\_ Medical Conditions: \_\_\_\_\_

Details of Incident:

---

---

---

---

Who was injured person? \_\_\_\_\_

Injury type: \_\_\_\_\_

Does injury require hospital/physician? Yes No

Hospital Name: \_\_\_\_\_

Injured person/party signature: \_\_\_\_\_ Date: \_\_\_\_\_

IMPORTANT NOTES AND INSTRUCTIONS

---

---

---

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_