



## EMERGENCY RESPONSE QUICK REFERENCE

### *Emergency Team*

Name	Role	Cell
Paul Enns	Race Director / Media Contact	██████████
Peg Peters	Executive Director/ Back up Media Contact	██████████
Kevin Barata	Race Director	██████████
Dr Reg Peters	Medical Team Director	██████████
Shaun Glass	CFVSAR Team Lead	██████████

### *Emergency Contact Numbers*

Organization	Telephone	After Hours
BC Ambulance	On-site during event	9-1-1
Towing	Aggressive Auto Towing	604-854-5669
Abbotsford Police	Non-Emergency: 604-859-5225	9-1-1

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

### **RACE BIB Emergency Number:**

- every race bib will have the cell phone number of the Race Director written on the back
- racers will be briefed as to appropriate emergency responses



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

Notify the Race Director [Kevin Barata](#) - 604-812-7697 immediately if a runner is injured. 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>	Race Director will contact Medical Director and Medical 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 Race Director with details</li> </ul>	Race Director will contact Medical Team to mobilize nearest first aid personnel
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 Race Director with details and to get further instructions</li> </ul>	Race 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 Race Director with details</li> </ul>	Race Director will contact Medical 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 Race Director</li> </ul>	Ensure Incident report gets to Race Director or Medical Director

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### *Medical Team Assessment*

Most qualified person makes the call. Complete Incident Report (see form below) after incident is resolved. Medical Team will Contact BC Ambulance to arrange transport. Race Director or RFW Team member will meet ambulance when it arrives.

Situation	Action	Follow Up
Runner <u>can</u> continue	Treat onsite or at nearest aid station	<ul style="list-style-type: none"> <li>• Notify Race Director</li> <li>• Race Director will liaise with Medical 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 Race Director</li> <li>• Race Director notifies Medical Team</li> <li>• Medical Team will mobilize nearest first aid personnel for assistance as needed</li> <li>• Medical team or Race Director 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 Race Director</li> <li>• Race Director notifies Medical Team</li> <li>• Medical Team will mobilize nearest first aid personnel for assistance as needed.</li> <li>• Fill out Incident Report</li> </ul>



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### *Medical Team Locations*

Medical Team / Aid Station	Location	First Aid
<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>	Upper Parking Lot - Sumas Mtn Regional Park	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



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### ***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.



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### *Major Communication Points with VHF Radio, SAT Phone, and Cell*

Try all means of communication if needed.

NOTE: The radio term "Emergency Emergency" is only used when the situation is grave or there is imminent danger to life

#### **Marshal Station #1**

- *Between entrances of Holiday Sauce and Squid Line*
- 7-11 am
  - John van der Leek
  - Aaron van der Leek
- 11-2 pm
  - Suzanne Tremblay

#### **Marshal Station #2**

- *Intersection of Taggart Road & Knob Gobbler; near Aid Station #1*
- 7-11 am
  - Karen & Amy Brandt
- 11-2 pm
  - Simi Sachdeva
  - Muskaan Sachdeva

#### **Marshal Station #3**

- *Mid-point of Rock Diva at access road*
- 7-11 am
  - Rolyson Simpliciano
- 11-2 pm
  - Kathleen Hackett

#### **Marshal Station #4**

- *Mid-point of Noah Fear at access road*
- 7-11 am
  - Andreas Gruber
  - Jillian Gruber
- 11-2 pm
  - Candace & Dane Larson; Reese & Sabella Larson



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

- 7-11 am
  - Mary-Liz Borseth
  - Rise Friesen
- 11-2 pm
  - Peter Roussy
  - Susan Taylor
- Responsibilities:
  - Set out food and drink
  - Pre-pour some cups, but not too many
  - CHEER!
  - Once final runner has passed, clean up - make note of numbers of final bibs, call in to Kevin and return to finish line

### **Aid Station # 2** - Innovative Fitness - Upper Parking Lot

- *First set up Aid Station #1 at 5:30-5:45 am; then move to #2 after 50K pass to set up and stay*
- 5:30-2 pm
  - Laura Robinson
  - Devin Krahm
  - Heather Wiggins
  - Yoshia Burton
  - Sheryl Stephenson
  - Laura Craine
- Responsibilities:
  - *Take truck with supplies and set up Aid Station #1 FIRST*
  - *Once 50Ks through, set-up Aid Station #2 at Upper Parking Lot*
  - Set up shelter and table. Set out garbage and compost bags.
  - Set out food and drink
  - Pre-pour some cups, but not too many
  - Stock outhouse nearby with toilet paper
  - CHEER!
  - Once final runner has passed, clean up and return to finish line



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

- 7-11 am
  - William Pringle
  - Justina Whipple
- 11-2 pm
  - Tim Yuan
  - David Li
- Responsibilities:
  - Set up shelter and table
  - Set out food and drink
  - Pre-pour some cups, but not too many
  - Collect garbage and compost
  - Cheer!
  - Clean up after last runner through, return to finish line

### 50K Mid-Point Support - Start/Finish Area

- 7am-12pm (help with registration until 50K racers arrive for turn-around point)
  - Michelle Watrin
  - Lori Harris
- Responsibilities
  - Direct 50K racers to drop bags and reserved tent area to refresh
  - Support racers with needed aid from Aid Station #3
  - Track progress of 50K racers - in/out.
  - Contact Wendy Enns when Aid station volunteers arrive at park for their shift

### ● Timeline:

- Arrive 15 minutes before your shift. IF you have a 4x4 vehicle you may drive up to your station. Carpool whenever possible.
- If no 4x4 vehicle, **arrive at intersection of Batt, Bakstad, and Taggart Rd.** Parallel park on Bakstad. A shuttle bus will drive you into the park
- Consult with Aid Station lead (Wendy Enns 778-241-4465)
  - 5 am - 50K Race Start
  - 8 am - 25K Race Start
  - 10 am - 10K Race Start
- Clean up after sweep runners pass (afternoon shift)
- Make note of any struggling runners, or those in distress and let Search & Rescue or Kevin Barata (cell numbers above).
- Bring your own lawn chair and dress for the weather.
- Don't forget **bug spray** and sun screen!





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# 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:

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

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

Does injury require hospital/physician? Yes No

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

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

### IMPORTANT NOTES AND INSTRUCTIONS

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

