

Richmond Road Runners Club

EMERGENCY RESPONSE PLAN FOR CLUB RACES AND EVENTS

Board Approved: **DRAFT PENDING REVIEW/APPROVAL**

This Emergency Response Plan describes the functions and procedures of the Richmond Road Runners Club (RRRC) and sets forth the principles that will guide RRRC's actions in response to emergencies or other conditions posing a serious threat to people, property, or RRRC's reputation as a volunteer organization of the highest integrity and competence. The attached Emergency Response Plan Contact Information Sheet should be reviewed and filled out prior to each RRRC event. The health and safety of RRRC runners, volunteers, other participants and the community at large are the overarching criteria that RRRC will follow in deciding whether a race, training run or event should be postponed or cancelled.

PURPOSE

This Emergency Response Plan has been established to enable RRRC to react promptly and effectively to emergencies and other conditions that might occur at any RRRC race or event. This system is designed to alert RRRC race directors, officers, and volunteers to any actual or potential emergency that may require quick action at the highest level of the organization. The system also keeps RRRC abreast of developments as the situation progresses. It is not intended to replace or interfere with existing response systems of local governments or local facilities, but to provide backup to those systems in extraordinary emergencies and provide effective communication with and within RRRC.

EMERGENCY MANAGEMENT

In preparation for, response to, and recovery from emergency incidents, RRRC shall maintain a positive, safe running environment for its race/event participants, members, volunteers, spectators, officers, race directors, head coaches, and independent contractors. RRRC will take all reasonable steps to ensure emergency preparedness, response, recovery, and mitigation, including: maintaining a written emergency plan; maintaining written and verbal communications; maintaining emergency supplies; designating emergency facilities; and, preparing a resource inventory. The attached Emergency Response Plan Contact Information Sheet should provide all necessary information for the appropriate key personnel responsible for each respective event.

EMERGENCY RESPONSE

RRRC shall respond to emergencies through a coordinated response, keeping in mind the following priorities: life safety, incident stability, and property conservation. In the event of an emergency requiring a response by outside emergency response agencies, the command of the incident will be relegated to the proper emergency response authorities. RRRC will concentrate on maintaining the safety and operation of its race/event participants, members, volunteers, spectators, officers, race directors, head coaches, and independent contractors, as well as its property and will provide assistance and support to emergency responders as requested.

Emergency roles and responsibilities: During the response to an emergency, RRRC personnel, where appropriate, will: report to the necessary outside emergency agencies; determine the need to cancel, relocate, stop or re-route an event; ensure that key staff and volunteers are familiar with emergency procedures; notify outside emergency response agencies if their assistance is required or if the incident threatens to affect an offsite population; assure notifications meet appropriate local, state, and federal requirements; establish an incident action plan; initiate the recovery phase of the incident; keep an accounting of actions, communications, and directives; and, order a post-incident report. All RRRC on-site staff and volunteers should be familiar with the relevant plans and procedures to report emergencies and to respond emergencies or other conditions when they occur.

Roles with specific responsibilities during an emergency are:

- Race Director or Head Coach: Responsible for the planning and preparedness to provide race/event participants, volunteers, and spectators with a safe race, training program or event. The Race Director ensures that key staff and volunteers are in place to conduct a safe race or event and are familiar with emergency procedures. During the event, the Race Director, in consultation with RRRC officers and consultants, makes the decision to implement any emergency response actions, including decisions related to cancelling, re-locating, stopping or re-routing the event.
- RRRC President or the RRRC officer designated to act in the absence of the president: Provides advice to the Race Director, as needed. The RRRC President or designated RRRC officer responds to all media inquiries on behalf of RRRC. The RRRC President or designated

officer coordinates with local government officials, as needed, and ensures that Road Runner Club of America staff are informed of the emergency incident.

- RRRC Truck Driver: Review the race course on the day of the race, ensure placement of directional and warning signage for runners and for drivers, and place water station equipment and supplies. The RRRC Truck Driver communicates hazardous course conditions to the Race Director and implements emergency response actions at the direction of the Race Director.
- Course Marshals, including any Course Marshal Coordinator: Stand at key points along the race course to direct runners, warn runners of hazards, and help make drivers aware of the runners. Course Marshals are responsible for communicating course conditions, runners' overall status, and incidents involving specific runners to the Race Director, and implements emergency response actions at the direction of the Race Director. Course Marshals provide rapid response to incidents near their assigned position.
- Water Station Leader(s), including any Water Station Coordinator: Oversee(s) the volunteers at stations along the race course or training course that provide beverages (water and/or performance drinks) to runners. Water Stations Leaders are responsible for communicating runners' overall status and incidents involving specific runners to the Race Director and for implementing emergency response actions at the direction of the Race Director. Water Stations Leaders also provide rapid response to incidents near their water station.
- Finish Line Coordinator: Oversees the volunteers at the finish line area. The Finish Line Coordinator is responsible for communicating runners' overall status and incidents involving specific runners to the Race Director and for implementing emergency response actions at the direction of the Race Director. Finish Line Coordinators also provide rapid response to incidents near the finish line.

Media inquiries: The RRRC President or, in the absence of the president, a designated club officer is the only person authorized to speak with the media on behalf of RRRC. All media inquiries should be directed to the RRRC President, the Race Director, or the designated club officer.

ACTION PLANS AND PROCEDURES

Emergency Medical Services Plan for RRRC Races/Events: For RRRC races/events, the race director/head coach is responsible for providing and implementing an Emergency Medical Service Plan and for ensuring that all race/event staff, volunteers and contracted medical service providers know their roles and responsibilities.

Severe Storm Plan for RRRC Races/Events: For RRRC races/events, the race director/head coach is responsible for knowing the Severe Storm Plan, ensuring staff and volunteers know their roles and responsibilities, and implementing the plan as required.

Extreme Hot Weather Plan for RRRC Races/Events: For RRRC races/events, the race director/head coach is responsible for knowing the Extreme Hot Weather Plan, ensuring staff and volunteers know their roles and responsibilities, and implementing the plan as required.

Extreme Cold Weather Plan for RRRC Races/Events: For RRRC races/events, the race director/head coach is responsible for knowing the Extreme Cold Weather Plan, ensuring staff and volunteers know their responsibilities, and implementing the plan as required.

RECOVERY

Once the emergency phase of the incident has concluded, the next priority will be to re-establish normal operating conditions. Damage assessments should be made to determine staffing, materials, and equipment that are necessary to restore interim and/or long-term functions. These calculations should begin before the removal of any debris or the initialization of the recovery phase and should be well documented. Necessary documentation should include: insurance claims, evaluation of facilities for safety and suitability of re-occupancy, witness statements, and proper investigation into the cause and contributing factors that led to the incident.

POST INCIDENT REPORT

A post-incident report should begin as soon as is practical following any emergency incident requiring the activation of this Emergency Response Plan. The purpose of this report is to

identify and define any problems that may have been encountered during the response, seek alternatives, disclose ways to prevent future incidents, and improve the Emergency Response Plan.

EMERGENCY RESPONSE PLAN AVAILABILITY

A copy of this Emergency Response Plan will be readily available for review through RRRC's website (www.rrrc.org).

REVIEW AND REVISIONS

As a living document, this Plan should be expected to be under continual revision. It will be reviewed for updates annually and following incidents.

RRRC reserves the right to modify or amend this policy at any time as it may deem necessary.

EMERGENCY MEDICAL SERVICES PLAN FOR RRRC RACES AND EVENTS

For RRRC races/events, the race director/head coach is responsible for providing and implementing an Emergency Medical Service Plan and for ensuring that all staff and volunteers know their roles and responsibilities. The Emergency Medical Service Plan should ensure the availability of appropriate, effective and prompt first aid and medical service to runners, volunteers, and other participants. The plan should be sufficient to respond to foreseeable medical incidents which may be reasonably anticipated during participation in the specific race or training program.

The race director/head coach determines if EMT services, EMS vehicle(s), and/or an automated defibrillator(s) are needed on-site during the race or event. If those resources are required on-site, the race director/head coach ensures their availability and ensures coordination of those resources with RRRC volunteers.

Pre-Race Actions

Assess the factors that may increase or decrease the risk of a medical incident occurring during the race or training program or that may create a challenge in responding to a medical incident.

Factors which may increase the risks are:

- Race with more than 500 participants
- Race held on a point-to-point course
- Where sections of the course are inaccessible to a medical response team by vehicle
- New (or substantially changed) race or training program
- Race or training program with an unusual participant profile (e.g., high proportion of elderly or disabled competitors, junior runs or family fun runs)
- Race or training program predominantly comprised of less experienced recreational runners
- Where entry numbers and attendance rates are unknown (e.g., entries taken on race day)
- Race or training program with a significant past record of medical incidents
- Race in an exposed or remote location
- Where there are significant variations or extremes of weather conditions (both on race day and in the training weeks/months before the event)
- Where local EMS is inaccessible in terms of maximum travel distance from the course and/or EMS's capacity to handle event casualties

- Where communications (cell phone and/or radio) are unreliable

Factors which may decrease the risks are:

- Multi-lap course (where runners pass aid stations more than once)
- Race or training program predominantly comprised of more experienced athletes
- Very few medical incidents during previous iterations of the race or training program

Determine the level and quantity of medical response personnel and resources that are reasonably needed for support of the race or training program

Medical response personnel levels

- First responder (a trained volunteer) – trained in first aid and basic life support: provides initial care for injury or illness, including life-saving techniques without medical equipment (e.g., cardiopulmonary resuscitation or ‘CPR’), until definitive medical treatment can be provided
- First responder + AED (a trained volunteer) – trained in first aid and basic life support AND with access to an automated external defibrillator (AED): first responder who has additional training in the use of an AED and has immediate access to an AED for responding to a person in cardiac arrest
- Emergency Medical Technician (EMT) + AED (an individual trained and certified as an EMT by the Virginia Department of Health – has basic knowledge and skills necessary to stabilize and provide out-of-hospital emergency medical care to persons whose conditions range from non-emergency and routine to critical and life threatening AND has immediate access to an AED for responding to a person in cardiac arrest
- Emergency Medical Services (EMS) Unit (EMTs and EMS vehicle from a certified local EMS agency) – have knowledge, skills, and equipment to provide out-of-hospital emergency medical care and transportation for critical and emergent patients
- Race Medical Director (preferably a medical doctor, nurse practitioner, physician assistant, or registered nurse) – advises the race director on medical operations and coordinates emergency medical services before and during the race

Medical response equipment on the course and/or the finish area

- First aid kit(s)
- Automated external defibrillator(s) (AED)

- Medical station(s) – designated and signed location(s) providing shelter and weather protection with space for initial basic treatment at the finish area and, if needed, at one or more locations along the course

Race Day Actions

Ensure that all medical response personnel (volunteer, contract or on standby) and all key race volunteers know (1) what medical response resources are available and (2) how and to whom to communicate in the event of a medical emergency.

Ensure the availability of all medical response equipment and ensure that appropriate medical response personnel and other key volunteers know the location of and have access to the equipment.

Response to an Injured Runner or Other Emergency on the Course or at the Finish Line

Remain calm

Call EMS (911) if a person has any life-threatening situation:

- Unconscious/unresponsive
- Difficulty breathing
- Uncontrollable bleeding
- Altered consciousness – extremely dehydrated, not responding normally to questions or commands, or any doubts of runner's ability to complete the course
- Anything you are unsure of or feel uncomfortable with

When calling EMS:

- Identify yourself (e.g., course marshal for the road race)
- Identify your location (street intersection or street address)
- Describe situation (incident, person's condition, person's age/sex)
- Follow EMS dispatcher's instructions

Call the Race Director if the incident did not require a call to EMS OR after you have called EMS

When you call the Race Director:

- Identify yourself and your location (street intersection or street address)
- Describe situation (incident, person's condition, person's age/sex)
- Report the runner's bib number
- Follow race director's instructions

Protect the runner from additional harm

- If necessary, ask spectators and/or other runners to help control runners or vehicular traffic around downed runner

- As appropriate, provide clothing/cover to protect runner from sun or keep runner warm and dry
- Do not move a downed runner unless directed to do so by EMS or the race director
- If an injury is traumatic, prevent unnecessary movement of the runner's head and neck or any injured extremity
- Do not provide any treatment or care that is beyond your training

Provide needed emergency medical treatment if that treatment is within your level of training

- If the runner is in cardiac arrest, initiate CPR if indicated. Use an AED if one is available in your location.
- If the runner has another life-threatening condition, provide any first aid that is within your level of training

Provide reassurance and wait calmly for help to arrive

Cooperate with EMS providers and law enforcement officers upon their arrival and provide assistance as directed

Direct all questions about the incident (from the media, a member of the public, or any RRRC member) to the Race Director and/or the Richmond Road Runners Club President
[DO NOT give out the person's name, other identifying information, or information about their condition]

SEVERE STORM PLAN FOR RRRC RACES AND EVENTS

For RRRC races/events, the race director/head coach is responsible for knowing the Severe Storm Plan, ensuring staff and volunteers know their roles and responsibilities, and implementing the plan as required.

Lightning is perhaps the most common, and potentially dangerous, inclement weather condition faced on race day. Lightning storms are likely to appear quickly and without warning. The health and safety of RRRC runners, volunteers, other participants and the community at large are the overarching criteria that RRRC will follow in deciding whether a race, training run or event should be postponed or cancelled.

Pre-Race Actions

Closely monitor projected weather conditions for the day of the race/training run.

If severe storms, lightning or high winds are projected to be present at the start time, be ready to cancel, postpone, modify or shorten the race/run.

Include information in pre-race messages to runners, volunteers and spectators about the race's plans if severe storms, lightning or high winds are predicted for or encountered on race day.

Race Day Actions

Be prepared to cancel, postpone, modify or shorten the race/run, if conditions warrant.

Continue to closely monitor weather conditions for the time of the race/training run. A storm with lightning that will impact the race course area within 1 hour before or after the start time of the race/event should be considered potentially life threatening to runners. Any National Weather Service warning in effect for the race or training run area at the time of the event must be considered when deciding to proceed with the event.

Ensure that course marshals, water stop coordinators/volunteers and finish line coordinator/volunteers know:

- Severe Storm Plan, the evacuation plan, and their roles and responsibilities
- Emergency Medical Services Plan and their roles and responsibilities
- Contact information for EMS and the race director/medical director

Ensure that start line and finish line equipment is sufficiently secured to prevent it from being blown down in high wind.

Know the tools you will use to determine if lightning may pose a threat to runners, spectators and volunteers.

- Weather and/or storm apps available on a smartphone
- The **flash-to-bang method** can be used to estimate the distance of the lightning strikes from your current location (<http://www.nata.org/publicinformation/files/lightning.pdf>). You begin counting on the lightning flash and stop counting when the associated clap of thunder is heard. Divide the time to thunder (in seconds) by 5 to determine the distance (in miles) to the lightning flash. For example, an observer obtains a count of 30 seconds from the time she spots the flash to when the thunder is heard. That lightning flash was 6 miles from the observer. The 30 second flash-to-bang count is recommended as the shortest allowable time to consider resumption of activity. As the count approaches 30 all activities should be postponed and all persons should seek shelter in a safe location.

Lightning is present prior to the start of the race/event

Do not begin any race/event when lightning is present in the local area. If lightning is visible at or near your race location, the first step is to delay the start of the event.

Implement the evacuation plan (see below).

Communicate the decision to delay the race and implement the evacuation plan to runners, spectators and volunteers in the starting area and to volunteers already along the race course.

The delay should last as long as is necessary to ensure the lightning is no longer in the vicinity.

Use the 30-30 rule. If an event is delayed or suspended due to the 30 second flash-to-bang method, wait at least 30 minutes from the sound of the most recent thunder to resume activities.

Consider cancelling the race/event if you must delay the race/run start for 1 hour or longer.

Lightning activity moves within 6 miles of the race/event area after the race has started

End the race.

- Advise runners, spectators and volunteers of the threat.
- Tell them that the race is ended and that timing has stopped.
- Direct them to seek shelter.
- If necessary, direct them to run or walk by the shortest route possible to the finish area.

Implement the evacuation plan (see below).

Communicate the decision to end the race and implement the evacuation plan to runners, spectators and volunteers at the finish area and along the race course.

Area is subject to any of the following active National Weather Service warnings or advisories

Consider canceling or delaying a race/event when the area of the race course or training run is under any of the following active advisories within 1 hour before or after the scheduled start time of the race/event.

- High Wind Advisory – A high wind advisory is issued when sustained winds of 31 mph or greater are expected to occur for at least 1 hour. This advisory can also be issued if winds of 46 mph or greater are expected for any length of time.
- Tornado Warning – A tornado warning is issued when a tornado has been spotted or indicated by radar.
- Severe Thunderstorm Warning – A severe thunderstorm warning is issued when a storm with any of these severe weather criteria is approaching the warning area:
 - Hail $\frac{3}{4}$ " or greater
 - Winds greater than 58 mph
 Severe thunderstorms can and do produce tornadoes.
- Flood Warning – A flood warning is issued when flooding is occurring or is about to occur.

Communicate the decision to delay the race and implement the evacuation plan to runners, spectators and volunteers in the starting area and to volunteers already along the race course.

If appropriate, Implement the evacuation plan (see below).

Consider cancelling the race/event if you must delay the race/run start for 1 hour or longer.

Evacuation Plan

Advise runners, spectators and volunteers to evacuate to:

- Interior or other protected area of a large building, if available
- Nearby parking areas and get into cars (not convertibles)

- If a building or cars are not available, find a grove of trees (never a single tree) similar in height and crouch low on the balls of your feet with your head tucked down
- Don't huddle together, spread out at least 100 feet
- Get away from tall objects and avoid small buildings isolated in the open
- Stay at least 50 feet from metal objects

Send runners home if there is not adequate safe shelter for everyone to wait out the storm.

EXTREME HOT WEATHER PLAN FOR RRRC RACES AND EVENTS

For RRRC races/events, the race director/head coach is responsible for knowing the Extreme Hot Weather Plan, ensuring staff and volunteers know their roles and responsibilities, and implementing the plan as required.

In extreme heat conditions, the possibility of dehydration and heat exhaustion are increased dramatically. Adjustments can be made in advance of the race date by making sure that the runners are warned to maintain their hydration before, during and after the event, and also by making sure that water is provided at the start of the race. Under extreme conditions, the distance and time of the event must be considered. If the length of exposure of runners to extreme conditions presents a life-threatening situation, cancellation of the event must be considered. Consult with your medical director or other health officials. The health and safety of RRRC runners, volunteers, other participants and the community at large are the overarching criteria that RRRC will follow in deciding whether a race, training run or event should be postponed or cancelled.

Pre-Race Actions

Closely monitor projected weather conditions for the day of the race/training run.

If the dew point is projected to be 80°F or above at the start time, be ready to cancel, postpone, modify or shorten the race/run by an appropriate amount. Dew point is a combined measure of heat and humidity. It is readily available from the local weather service.

Include advice on running/racing in hot weather in pre-race messages to runners, volunteers and spectators. See guidance below for messages about proper dress, hydration and medication precautions.

Re-assess and modify, as needed, the plans for hydration stops along the course. Adequate fluids need to be provided at the start, the finish and frequent stops along the course. If indicated, add hydration stops so that runners have access to water and sports drink every mile along the race course.

Race Day Actions

Be prepared to cancel, postpone, modify or shorten the race/run by an appropriate amount, if conditions warrant. One option is to modify the race to a “fun run” and give out prizes randomly.

Ensure that all hydration stops have sufficient quantities of fluids, cups and volunteers.

Ensure that course marshals, water stop coordinators/volunteers and finish line coordinator/volunteers know:

- Symptoms of dehydration and heat exhaustion
- Emergency Medical Services Plan and their roles and responsibilities
- Contact information for EMS and the race director/medical director

Include advice on running/racing in hot weather and the location of hydration stops in pre-race announcements.

Advice for Race Participants

Hydrate Well. Drink enough in the days before the race—aim for light-yellow urine. Take in several ounces of water or sports drink on race morning, then replenish at aid stations along the way. An advantage of sports drinks is that they contain electrolytes, which increase your water-absorption rate and replace the electrolytes you lose in sweat. Don't overdo it with water or sports drink. If your fingers start to swell, that could be an early warning sign of hyponatremia (a dangerous condition that can occur from overdrinking).

Avoid Drinks and Medications That Dehydrate. Alcohol, antihistamines, and antidepressants can all have a dehydrating effect. Using them just before a run can make you have to pee, compounding your risk of dehydration. In the short term, caffeine can dehydrate you by increasing your urine output. If you're used to drinking coffee before you race, consider having half as much as usual.

Cover Your Body. Wear apparel that's light in color, lightweight, and has vents or mesh. Wicking fabrics are a must. Consider wearing a cap or a visor to reduce heat build-up in your head. Apply a broad spectrum, sweat-proof sunscreen of SPF 30 or higher to all exposed skin. Consider wearing sunglasses.

Lower Your Expectations. Accept the fact the race will likely be more difficult than anticipated. Every 5°F rise in temperature above 60°F can slow your pace by as much as 20 to 30 seconds per mile. Start slower than planned and make getting to the finish running strong your main goal. Run by perceived effort rather than mile splits.

Douse Yourself. At the aid stations, take one cup of water to drink, and another to pour over your head. If necessary, slow and/or walk at aid stations to get enough fluids.

Know the Effects of Heat

Heat Cramps

Cause: Dehydration leads to an electrolyte imbalance

Symptoms: Severe abdominal or large-muscle cramps

Treatment: Restore salt balance with foods or drinks that contain sodium

Heat Fainting

Cause: Often brought on by a sudden stop that interrupts blood flow from the legs to the brain

Symptoms: Fainting

Treatment: After the fall, elevate legs and pelvis to help restore blood flow to the brain

Heat Exhaustion

Cause: Dehydration leads to an electrolyte imbalance

Symptoms: Core body temperature of 102° to 104°F, headache, fatigue, profuse sweating, nausea, clammy skin

Treatment: Rest and apply a cold pack on head/neck; also restore salt balance with foods and drinks with sodium

Hyponatremia

Cause: Excessive water intake dilutes blood-sodium levels; usually occurs after running for four or more hours

Symptoms: Headache, disorientation, muscle twitching

Treatment: Emergency medical treatment is necessary; hydration in any form can be fatal

Heat Stroke

Cause: Extreme exertion and dehydration impair your body's ability to maintain an optimal temperature

Symptoms: Core body temp of 104° or more, headache, nausea, vomiting, rapid pulse, disorientation

Treatment: Emergency medical treatment is necessary for immediate ice-water immersion and IV-fluids

EXTREME COLD WEATHER PLAN FOR RRRC RACES AND EVENTS

For RRRC races/events, the race director/head coach is responsible for knowing the Extreme Cold Weather Plan, ensuring staff and volunteers know their responsibilities, and implementing the plan as required.

Running or racing in cold weather conditions poses various hazards. A race or running route with hazards caused by existing ice, snow, and mud may lead to an increase in falls and injuries. Running during a snow storm can be fun, but there are increased hazards when runners and volunteers share the road with vehicles and snow removal equipment during periods of decreased visibility. Extreme cold temperatures create a risk of flesh freezing and hypothermia. The health and safety of RRRC runners, volunteers, other participants and the community at large are the overarching criteria that RRRC will follow in deciding whether a race, training run or event should be postponed or cancelled.

Pre-Race Actions

Closely monitor projected weather conditions for the day of the race/training run.

If the combined temperature and wind chill is projected to be below 5°F, be ready to cancel, postpone, modify or shorten the race/run by an appropriate amount. At this temperature/wind chill, there is the risk of flesh freezing and hypothermia.

Be prepared to cancel the race, if police issue an advisory to limit non-essential travel because of snow and ice conditions.

Include advice on running/racing in extreme cold weather and/or snowy, icy road conditions in pre-race messages to runners, volunteers and spectators. See guidance below for messages about proper dress.

Re-assess and modify, as needed, the plans for hydration stops along the course. One potential hazard of a water station in a freezing location is the water left on the ground from spilled cups can freeze causing runners to slip and injure themselves. Plan to supply these water stations with salt or sand to toss on the ice if this occurs. Have a plan to prevent freezing of water and sports drinks.

Re-assess and modify, as needed, the plans for the finish line support. You may want to provide hot liquids (i.e. bouillon, sugared tea, soup) after the road race. You may want to have a warming station and/or space blankets available for runners with suspected hypothermia.

Re-assess and modify, as needed, the plans for shelter from the elements for the runners before the start and after the conclusion of the race. Weather conditions, such as cold temperature, wind and/or rain, may increase the number of runners seeking shelter.

Race Day Actions

Be prepared to cancel, postpone, modify or shorten the race/run by an appropriate amount, if conditions warrant. One option is to modify the race to a “fun run” and give out prizes randomly.

Travel the race course immediately prior to the race and mark hazardous areas, apply sand (if available) and/or re-route the course, if possible.

Ensure that all hydration stops have sufficient quantities of fluids, cups and volunteers. Ensure that hydration stops are executing the plan to avoid freezing of fluids. Supply water stations with salt or sand to toss on any ice that develops on the roadway.

Ensure that course marshals, water stop coordinators/volunteers and finish line coordinator/volunteers know:

- Emergency Medical Services Plan and their roles and responsibilities
- Contact information for EMS and the race director/medical director

Include advice on running/racing in cold weather and information on any hazardous course conditions in pre-race announcements.

Advice for Race Participants

If conditions on race day will be cloudy, snowy and/or rainy, wear bright-colored, reflective clothing or a reflective vest so you are noticeable to traffic along the race/run course.

Wear layers of clothing that will help you maintain your core body temperature during the run but will keep you warm while you wait to start or after you finish.

Leave a change of dry clothing and a blanket in the car for increased comfort after a cold weather race/run and for emergency situations.

Drink fluids. Avoid dehydration. You still sweat while running in cold weather...it just evaporates faster. Cold weather also increases urine production and decreases your sensation of thirst.

Do not ignore shivering. It is an important first sign that the body is losing heat, and you may be in danger of hypothermia.

ANNEX 1: RRRC COURSE MARSHAL & WATER STATION LEADER INSTRUCTIONS

Course Marshals and Water Station Leaders have active roles in ensuring safety on the course. Course Marshals stand at key points along the course to direct runners, warn runners of hazards, help make drivers aware of runners and provide rapid response to incidents. Water Station Leaders direct the volunteers providing water and/or other hydration fluids to runners and provide rapid response to incidents. Lastly, Course Marshals and Water Station Leaders cheer on runners as they pass by!

GOALS AND TASKS

- Increase safety for runners and spectators
- Know the course and know your location (street intersection or address)
- Direct runners to stay on course
- Look out for vehicular traffic and warn runners of approaching vehicles
- Look out for and warn spectators (especially young children and dogs) of approaching runners
- Enhance communication on the course to provide for faster response to injuries and situations requiring assistance
- Coordinate your actions with any police officer or sheriff's deputy assigned in your vicinity
- Provide encouragement to the runners
- Do not leave your post until instructed to do so

ESSENTIAL EQUIPMENT

- Cell phone (fully charged)
- Contact phone numbers (Race Director, Course Marshal Coordinator, Water Station Coordinator, EMS)
- Course map
- Bright safety vest
- Fluids/food for yourself, as required
- Personal protective equipment (hat, rain gear, sunscreen) for yourself, as required

CONTACT INFORMATION FOR _____

Emergency Medical Services	EMS	911
Race Director		Cell
Volunteer/Course Marshal Coordinator		Cell
RRRC President	Ralph Gibbs	Cell 804-387-2442

IN CASE OF AN INJURED RUNNER OR OTHER EMERGENCY ON THE COURSE

Remain calm

Call EMS (911) if a person has any life-threatening situation:

- Unconscious/unresponsive
- Difficulty breathing
- Uncontrollable bleeding
- Altered consciousness – extremely dehydrated, not responding normally to questions or commands, or any doubts of runner's ability to complete the course
- Anything you are unsure of or feel uncomfortable with

When you call EMS:

- Identify yourself (course marshal or water station leader for the road race)
- Identify your location (street intersection or street address)
- Describe situation (incident, person's condition, person's age/sex)
- Follow EMS dispatcher's instructions

Call the Race Director if the incident did not require a call to EMS OR after you have called EMS

When you call the Race Director:

- Identify yourself and your location (street intersection or street address)
- Describe situation (incident, person's condition, person's age/sex)
- Report the runner's bib number
- Follow race director's instructions

Protect the runner from additional harm

- If necessary, ask spectators and/or other runners to help control runners or vehicular traffic around downed runner
- As appropriate, provide clothing/cover to protect runner from sun or keep runner warm and dry
- Do not move a downed runner unless directed to do so by EMS or the race director
- If an injury is traumatic, prevent unnecessary movement of the runner's head and neck or any injured extremity
- Do not provide any treatment or care that is beyond your training

Provide reassurance and wait calmly for help to arrive

Cooperate with EMS providers and law enforcement officers upon their arrival and provide assistance as directed

Direct all questions about the incident (from the media, a member of the public, or any RRRC member) to the Race Director and/or the Richmond Road Runners Club President
[DO NOT give out the person's name, other identifying information, or information about their condition]

IN CASE OF SEVERE WEATHER OR OTHER EMERGENCY REQUIRING CHANGES TO THE RACE

Call the Race Director if you see a lightning strike or identify another hazard to runners on the course once the race has begun

Follow the directions of the Race Director (or his/her designee) if the race is delayed or halted because of severe weather conditions or the threat of severe weather

You may be given instructions to direct runners, volunteers and spectators to:

- Seek shelter in the event of severe weather
- Stop running and walk to the finish line
- Run or walk to the finish line by the shortest route possible

You may be given instructions to tell runners that the race is ended and timing has stopped