

2011

Inaugural Rhythm & Booms Run/Walk



“Run to the Rhythm”

Welcome to the Inaugural Rhythm & Booms Run/Walk – Saturday, July 2, 2011. We hope to have a safe and enjoyable race.

This race guide/plan has been produced to incorporate the key features of the run/walk events and safety guidelines. If you have any comments that may help us improve this plan for next year please let us know.

Key Information

Registration	Rhythmandboomsrun.com. Warner Park
Start/Finish	Warner Park
Courses	A map of the course will be posted on rhythmandboomsrun.com. 5-mile course, 5K course, and 2-mile walk.
Race Committee	TBA
Race Director	Jerry Kempfer (608) 241-7093 cell
Event Director	Christine Lamm (608) 220-1457 cell
Medical Director	TBA
Course Marshals	TBA
Aid Station Leaders	TBA
Course setup radio group	TBA
Lost Person Coordinator	TBA
Race Timers	Eric, It’s Race Time
Race Announcer	Pat Gallagher
Command Vehicle	TBA
Emergency	Fire, Police, Ambulance call 911



Event Schedule

Friday, July 1, 2011

11:00 a.m. – 7:00 p.m. – Packet pickup at the Warner Park Community Center

11:00 a.m. – 7:00 p.m. – Health & Fitness Expo in the Warner Park Community Center

3:00 p.m. – 6:00 p.m. – Setup of Information Areas and Start/Finish Line areas

Saturday, July 2, 2011

7:00 a.m. – Aid stations on course begin to setup

7:00 a.m. – Course setup begins with cones, barricades, etc.

8:30 a.m. – Streets on course begin to close

9:00 a.m. – 5-mile run start

9:15 a.m. – 5K run start

9:20 a.m. – 2-mile walk start

9:30 a.m. – Streets begin to re-open as runners complete legs of course

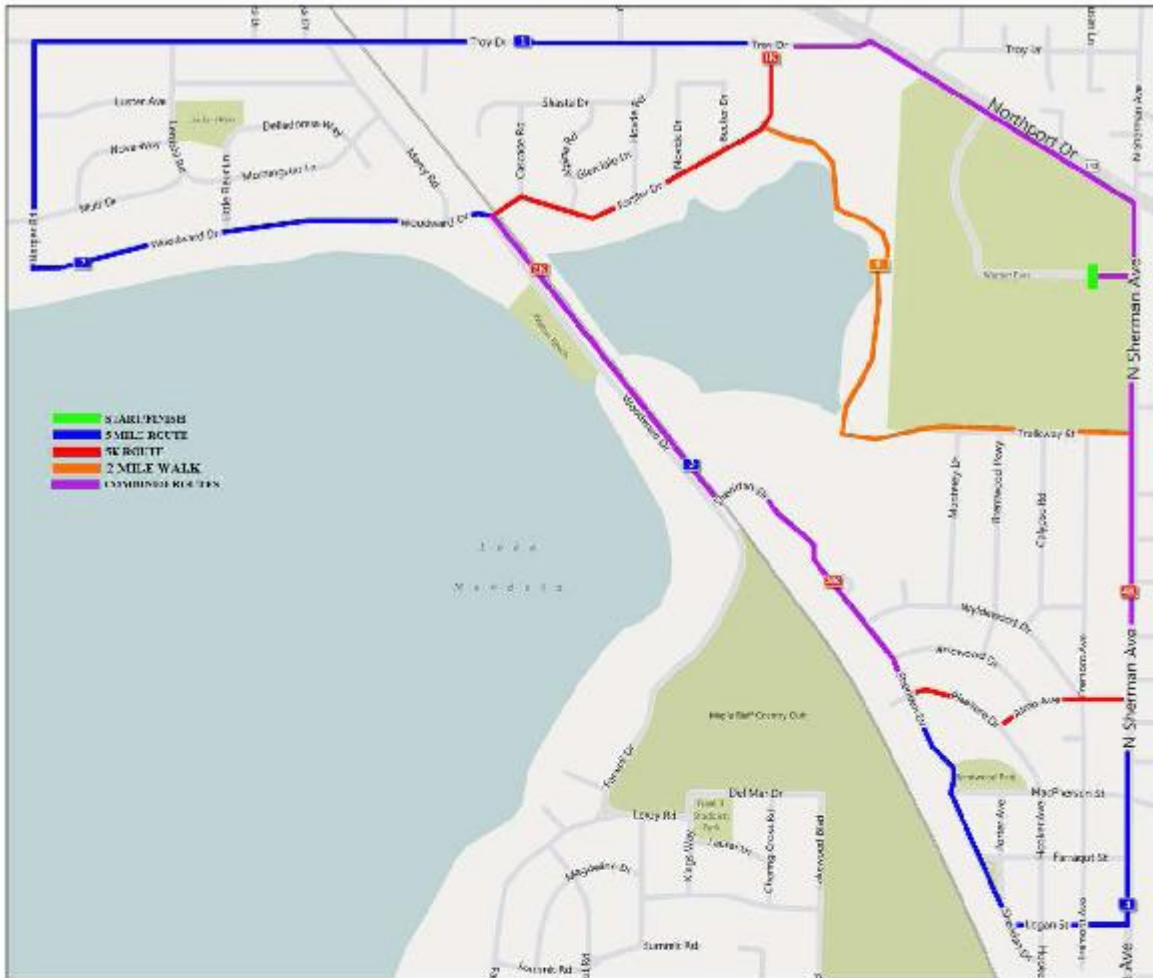
10:00 a.m. – Last 2-mile participant finishes

10:05 a.m. – Last 5K participant finishes

10:25 a.m. – Last 5-mile participant finishes

10:25 a.m. – Final streets open

12:00 p.m. – Complete race clean-up



COURSE TIMELINES FOR THE RHYTHM AND BOOMS 5 MILE, 5K RUN AND 2 MILE WALK

Sherman Ave and Northport Dr - First runner passes at 9:00am and last runner passes at 9:25 am	Close this section at 8:30 and reopen at 9:30
Northport Dr and Troy Dr - First runner passes at 9:05am and last runner passes at 9:35 am	Close this section at 8:35 and reopen at 9:35
Troy Dr and Harper Rd - First runner passes at 9:09am and last runner passes at 9:39 am	Close this section at 8:39 and reopen at 9:40
Harper Rd and Woodward Dr - First runner passes at 9:10am and last runner passes at 9:40am	Close this section at 8:40 and reopen at 9:45
Woodward Dr and Everest Dr - First runner passes at 9:13am and last runner passes at 9:34 am	Close this section at 8:42 and reopen at 9:55
Woodward Dr and Sheridan Dr - First runner passes at 9:16am and last runner passes at 10:02am	Close this section at 8:45 and reopen at 10:05
Sheridan Dr and Pleasant Dr - First runner passes at 9:18am and last runner passes at 10:08am	Close this section at 8:50 and reopen at 10:10
Legion St and Sherman Ave - First runner passes at 9:20am and last runner passes at 10:15am	Close this section at 8:50 and reopen at 10:20
Alma Ave and Sherman Ave - First runner passes at 9:20am and last runner passes at 10:20am	Close this section at 8:55 and reopen at 10:25
Sherman Ave and Finish Line - First runner finishes at 9:25am and last runner finishes at 10:29am	Close this section at 8:30 and reopen at 10:30

All times to reopen a road are approximate and based on a pace per mile that is reasonable for anyone participating in an event of that distance. An injured runner who chooses to finish by walking to the finish line may do so but the course will close within 15 minutes of the scheduled times for each leg of the event. Runners still participating beyond the closing time will do so by following the route on the sidewalk, facing traffic. The race clock will run no later than 11:00am so the staff is able to tear down the start/finish area and open it back up to the public by 12:00pm.

The start/finish line will be set up in the evening of Friday July 1, 2011 and will have security staff monitoring the area overnight. Course volunteers and staff will mark the mile and kilometer marks prior to the event and will set up the course between 6:00am and 8:00am. There will be signs at each mile and kilometer mark to indicate that distance to the runners. There will be a mile marker in Warner Park and arrows to guide the walkers.



Summary of Medical Coverage

Ambulances

The city of Madison Fire Department will have one ambulance dedicated to cover the course. This unit will be located at the Warner Park soccer field and responding as needed.

Bike teams

The City of Madison Fire Department will have two bike teams dedicated to cover the courses. These units will be roaming and responding as needed.

Aid Stations

Each of the four on-course Aid Stations will be supplied with water and/or sports drinks. Personnel will also be equipped with basic first aid supplies and a radio to contact the Command Vehicle to call for further treatment if the need arises.

Aid Station Locations:

- Start/Finish Line
- Harper Road & Woodward Drive (Mile 2)
- Woodward Drive & Sheridan Drive (Mile 3)
- Logan Street & Freemont Street (Mile 4)

Start/Finish Line Medical Tent

The start/finish line medical tent will be staffed and equipped by Dr. (TBA), who will serve as Medical Director and oversee the operations of the tent. A City of Madison Fire Department Ambulance will be stationed at the medical tent for any potential transports.



Emergency Procedures

Please Review this Document Prior to the Event!

In regard to any emergency event, no one should speak to any media representative except for:

Christine Lamm or Jerry Kempfer

The above may empower the Medical Director of the Rhythm & Booms Run/Walk to comment on any details.

Command Group Meeting Area

The command Group will meet by the Command Vehicle set up at the Warner Park soccer field. We will implement the following procedures depending on the emergency presented.

If an emergency occurs before the start of the race, Command Group members not at the start/finish line will conference call into the Command Vehicle to make decisions.

In the event of inclement weather conditions or any safety-related events along the 5 mile, 5K or 2 mile course, or start/finish area, the following people will meet in the Command Vehicle:

<u>Command Group</u>		<u>Phone #'s</u>
Jerry Kempfer	Race Director	608.241.7093
Christine Lamm	Event Director	608.220.1457
TBA	Madison Police Department	
TBA	Madison Fire Department	
TBA	Medical Director	

The Command Group will be called to the Command Vehicle via: Radios/Cell Phones

Weather Central will be contacted for any information on the weather front. The Command Group will be the key decision-makers to make the decision on the continuation, continuation with yellow or red flags, termination, or delay of the event.

Key contacts:

Weather Central

In addition, the following people should also report to the Command Vehicle to assist in relaying the information to the necessary people:

Information will be relayed to the following people:

<u>Responsibility</u>	<u>Contact #'s (Radio Channel)</u>
Command Vehicle	MPD, MFD Water Stations, EMS, Medical

Jerry Kempfer will be responsible for relaying the information to the following people:

Course Setup radio group

Course Marshals

Aid Station Leaders

Christine Lamm will be responsible for relaying the information to the following people:

Start/finish line

Race Announcer

Media

Eric @ It's Race Time

Timing & Scoring

Emergency Plans

Inclement Weather Plan

If it is forecasted to, or should start to, thunder and/or lightening or temperatures/humidity becomes an issue, the Command Group will meet or conference call and determine the status of the event. Information will be relayed to the Race Committee via the above relay plan.

Inclement Weather Emergency Evacuation Plan

- Once the Command Group determines weather related evacuation is warranted, the **COMMAND GROUP** will initiate the process of contacting the committee members via the above contact procedure.
- Participants and spectators will be notified via the Announcers and will be informed to **SEEK SHELTER** in the following locations:
 - Location 1 (street address)
 - Location 2 (street address)

After the all clear is given, participants and spectators will be allowed to exit the area.

Flag Warning System

The Flag Warning System will be used to relay to the participants and volunteers the status of the race with respect to weather and safety conditions.

The following has been distributed to the participants in the Confirmation Email and in displays at the Packet Pick-Up.

Flag Warning System

A yellow flag? A black flag? There will be a simple flag color system along the course to help warn participants of weather related or course related problems. Flags are located at each mile marker along the course.

Green Flag – Good weather conditions.

Yellow Flag – Caution, increased risk of heat injury. Advise runners to hydrate properly.

Red Flag – Extreme heat risk. Clock stopped, walk to the finish line and drink plenty of water.

Black Flag – Race cancelled due to dangerous environmental conditions. Seek shelter immediately.

Inclement Weather Emergency Evacuation Plan

- In the event of severe weather during the event the following will be asked to seek appropriate shelter.
- All committee members will be notified via radio or cell phone. Any committee member in the affected areas should immediately begin to notify the general public and volunteers.
- Pat Gallagher will be responsible for making an announcement from the PA system located at the start/finish line.
- ____ TBA _____ will make announcement from main stage.

- Christine Lamm will be responsible for contacting Race Announcer. Race Announcer will make the PA Announcement (start/finish line area).
- Jerry Kempfer will make an announcement at the start/finish line. Start/finish line volunteers will be responsible for sweeping the Start Line area.

For all emergency requests contact Command Vehicle: Name (phone #).

Medical Emergencies (Start/Finish Area medical open 6:00 a.m. – 11:30 a.m.)

Assess the situation at the start/finish line

- To speed response time, any request for medical needs should be directed to a uniformed police officer or medical team. If none are nearby, radio Command Vehicle.
- Do not attempt to help an injured person other than to let them know you are calling for medical support: **do not comment on the accident to anyone.**
- Speak slowly and clearly – do not yell. Give your name, location and your assessment of the situation.
- Example: Command Vehicle from (your name)...request medical back up for sprained ankle at the Massage area. Please confirm.
- Provide the medical contact with the following information: Which part of the street you are on (northside, southside, middle) and a prominent landmark that describes your position and their bib number.
- If possible, remain with the person until FIRST AID arrives.
- Gather information for the Rhythm & Booms Run/Walk Event Incident Report (**note:** for medical situations involving race participants during the race, the Rhythm & Booms Run/Walk Event Incident Report is **NOT** necessary).
- If you do not have a radio available, call ___TBA_____ in the Command Vehicle (number) and follow their directions.

Non-Medical Security Situation at the start/finish line

- To speed response time, any request for security needs should be directed to a uniformed police officer. If none are nearby, call the Command Vehicle.
- Locate the nearest landmark and relay that as your location, go to or send someone to that marker to guide security to the location of the incident.
- If there is an emergency that requires emergency vehicles, _____TBA_____ should be requested to assist in moving people to the side to avoid further injury or to assist in diverting the participants around the situation.
- The person who initially called in the situation should notify the Command Vehicle once the situation is under control and inform them of the outcome.
- Gather information for the Rhythm & Booms Run/Walk Event Incident Report.

Medical Emergencies on the Course

- Assess the situation
- To speed response time, any request for medical needs should be directed to a uniformed police officer or medical team. Each Water Station will have medical personnel located in the area who can relay the request to the medical system. If none of the previous are nearby, use a cell phone and call ___TBA_____, in the Command Vehicle (Number).

- Do not attempt to help an injured person other than to let them know you are calling for medical support: **do not comment on the accident to anyone.**
- Speak slowly and clearly – do not yell. Give your name, location and your assessment of the situation.
- If you are at the start/finish line**, specify exactly where you are located.
- If you are on the course**, please be as detailed as possible, include the nearest home street address, cross street or landmark and the side of the street where medical is needed.
- If possible, remain with the person until FIRST AID arrives.
- Gather information for the Rhythm & Booms Run/Walk Event Incident Report (**note:** for medical situations involving race participants during the race, the Rhythm & Booms Run/Walk Event Incident Report is NOT necessary).
- If you do not have a radio available, call ____TBA_____ Command Vehicle (number) and follow their directions.

Non-Medical Security Situation

- To speed response time, any request for medical needs should be directed to a uniformed police officer or call ____TBA_____ in the Command Vehicle. Each Water Station will have medical personnel located in the area who can relay the request, If none of the previous are nearby, use a cell phone and call 9-1-1.
- If you are at the start/finish line**, locate the nearest landmark and specify exactly where you are located.
- If you are on the course**, please be as detailed as possible. Include nearest street address, cross street, or landmark and the side of the street where security is needed.
- Gather information for the Rhythm & Booms Run/Walk Event Incident Report.

General Conduct during Emergency or Urgent Situations

- Do not make any comment to the media
- Never run
- Remain Calm at all times
- Assess the situation before taking action
- Remember to gather information for the Event Incident forms

Lost Persons

- The Information Tent will coordinate the Lost Persons process.
- The Information Tent will open a Lost Persons report form. This form must be closed-out prior to the end of the event.
- The Information Tent / Lost Persons Tent will remain open and staffed until the Finish Area is cleared of all run/walk participants and spectators.
- Lost Person Coordinator: ____TBA_____ (number).

At the Information Tent

- Ask the person if who they are missing is lost or they can't find them. If they can't find them, direct them to Results Tent to see if they've finished.
- If the person is missing, complete the Lost Persons Report.
- Describing a Child.** Please include the child's name, age, clothing description, and other identifying characteristics. If referring to a child's race say Caucasian, African-American,

Asian, or Hispanic. If the child has some sort of physical or mental handicap, please refer to them as a special needs child.

- Once the report is completed, the Lost Person Coordinator, located in the Info Tent, will put the call out to everyone in the Start/Finish Area (Command Vehicle, Volunteers, Staff).
- Encourage the person filing the report to notify someone if they find the person on their own so we don't continue to search.
- If there has been no success after 10 minutes of everyone being notified, please notify everyone the person is still lost and continue to do so until the person is found.
- If there is success, please notify everyone the person has been found. Also note on their missing person form they have been found.

Somewhere in Rest & Recovery

- Ask if the person who they are missing is lost or they can't find them. If they can't find them, direct them to the computer lookup folks located in the Info Tent.
- If the person is missing, encourage them to go to the Info Tent.
- If they choose not to go to the Info Tent, take the report yourself.
- Notify the Info Tent you are taking the report and have someone come to your location to get the report.
- Describing a Child.** Please include the child's name, age, clothing description, and other identifying characteristics. If referring to a child's race say Caucasian, African-American, Asian, or Hispanic. If the child has some sort of physical or mental handicap, please refer to them as a special needs child.
- Once the report is completed, the Lost Person Coordinator, located in the Info Tent, will put the call out to everyone in the R&R Area (Command Vehicle, Volunteers, Staff).
- Encourage the person filing the report to notify someone if they find the person on their own so we don't continue to search.
- If there has been no success after 10 minutes of everyone being notified, please notify everyone the person is still lost and continue to do so until the person is found.
- If there is success, please notify everyone the person has been found. Also note on their missing person form they have been found.
- If the person was last seen near the Start/Finish Line, take the parent to the nearest police officer.

Lost Child is found

- The Info Tent should be notified and the person should be taken to the Info Tent.
- Stay with the child until the Lost Person Coordinator can take charge of the child. **DO NOT LEAVE THE CHILD UNATTENDED!**
- Complete the lost persons form, so we have it on file when someone comes looking for them.
- Once the report is completed, the Lost Person Coordinator, located in the Info Tent, will put the call out to everyone in the Start/Finish Area (Command Vehicle, Volunteers, Staff).
- If there has been no success after 10 minutes of everyone being notified, please notify everyone the person is still lost and continue to do so until the person is found.

- If there is success, please notify everyone the person has been found. Also note on their missing person form they have been found.

Use of 2-way Radios/Cellular Phones

- The Race Committee has the use of 2-way radio communication.
- Be selective of what you are saying over the radios.
- Never allow your voice to become hysterical.
- Relay on the FACTS of the situation – NEVER make a comment like “We really *messed* up...” OR “We’re in big trouble...”
- Always remember that many people around you will hear every word you say given the size of the event.
- Always remember that many people around anyone with a radio scanner will hear every word you say.
- Remain calm at all times.
- Except for lost children, only refer to a participant by their bib number when communicated to Medical or Command Group.

All emergency and/or security situations must be relayed to the Command Vehicle for documentation purposes.

All committee members and volunteers will have Rhythm & Booms Run/Walk Event Incident Report forms to fill out. Gather all necessary information at the time of the incident and fill out the form as soon as possible. These forms should be returned to Christine Lamm after the event.

Rhythm & Booms Run/Walk
Event Incident Report

Ensure a copy of this report is given to both the EVENT CHAIRPERSON and RHYTHM & BOOMS RUN/WALK STAFF REPRESENTATIVE. All information provided shall be completed as soon as possible with the RHYTHM & BOOMS RUN/WALK STAFF REPRESENTATIVE.

1. Date of Event: _____ 2. Event: _____

3. Time of Incident: _____ 4. Time of Report: _____

5. Person(s) Involved: _____

(Please include full name and contact information)

6. Weather Situation: _____

7. Cause of Incident: _____

(Please attach additional sheet(s) if needed)

8. Situation (who, what, when, where, why): _____

(Please attach additional sheet(s) if needed)

9. Person(s) Contacted/Witnesses: _____

(Please include complete contact information for each person(s))

10. Medical Information

A. Was Medical Treatment Required? YES / NO

B. Was First Aid Required? YES / NO

C. Was anyone transported to a Medical Facility? YES / NO

D. If anyone was transported, where were they taken? _____

E. Name of person or medical organization (i.e. Madison Fire, UW Health) administering medical treatment? _____

11. Keep a copy of this report and add it to your AFTER ACTION REPORT.

Staff Member Name(s): _____

Event Chairperson Name(s): _____

Rhythm & Booms Run/Walk
Lost Person Report

Time of Report: _____ am / pm Event: _____

Missing Person:

Name: _____

Age: _____

Physical Description/Clothing: _____

Location last seen: _____

Time last seen: _____

Did the child/person have a favorite game/place, etc. during the event?:

Reporting Information:

Name of person making report: _____

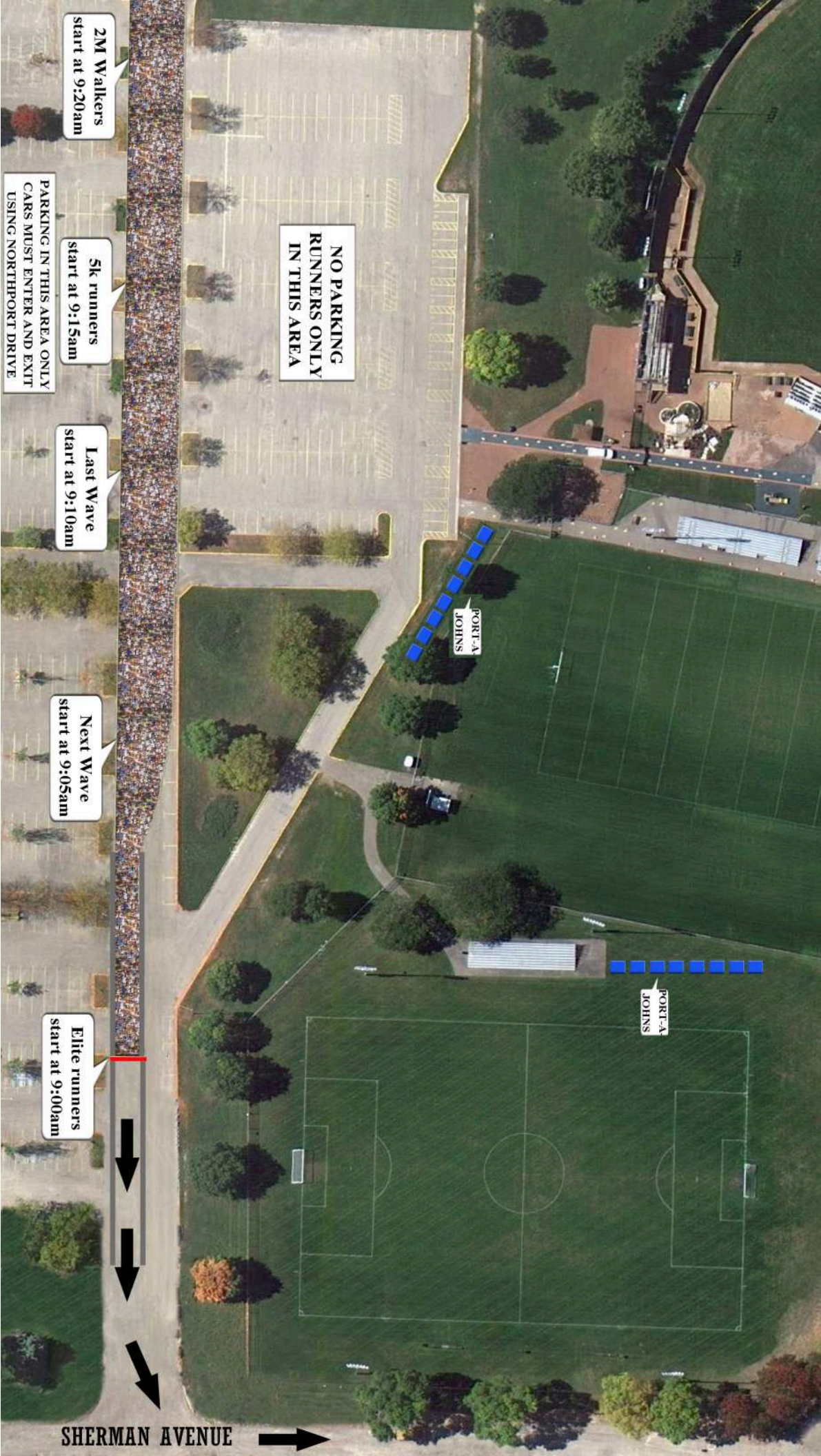
Phone number where you can be reached today: _____

Relationship to missing person: _____

Rhythm & Booms Run/Walk staff/volunteer: _____

Time missing person is found: _____ am / pm

Notes/Actions Taken:



NO PARKING
RUNNERS ONLY
IN THIS AREA

2M Walkers
start at 9:20am

5k runners
start at 9:15am

Last Wave
start at 9:10am

Next Wave
start at 9:05am

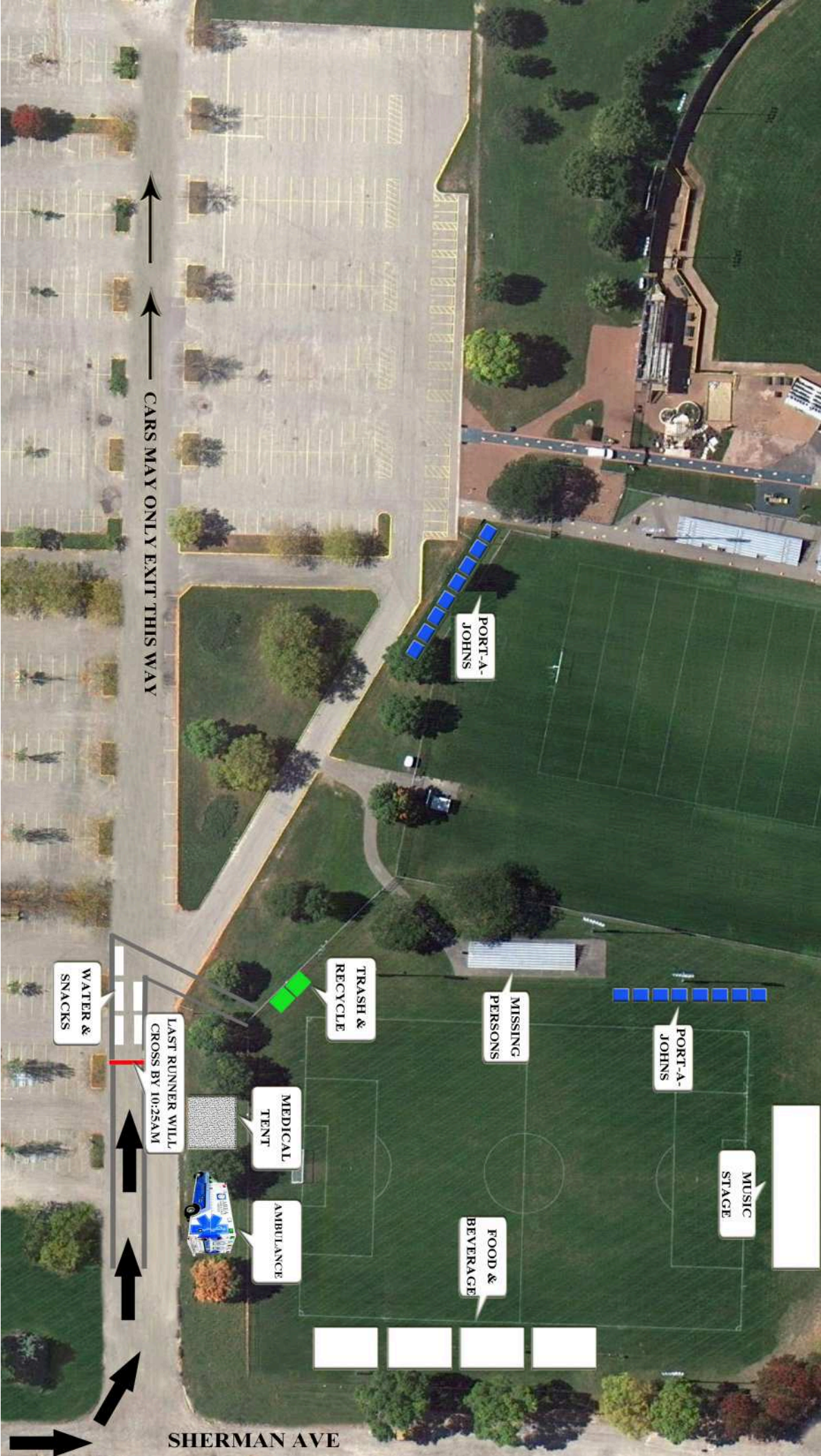
Elite runners
start at 9:00am

PARKING IN THIS AREA ONLY
CARS MUST ENTER AND EXIT
USING NORTHPORT DRIVE

PORT-A-JOHN'S

PORT-A-JOHN'S

SHERMAN AVENUE



WATER & SNACKS

LAST RUNNER WILL CROSS BY 10:25AM

MEDICAL TENT

AMBUCLANCE

TRASH & RECYCLE

MISSING PERSONS

FOOD & BEVERAGE

MUSIC STAGE

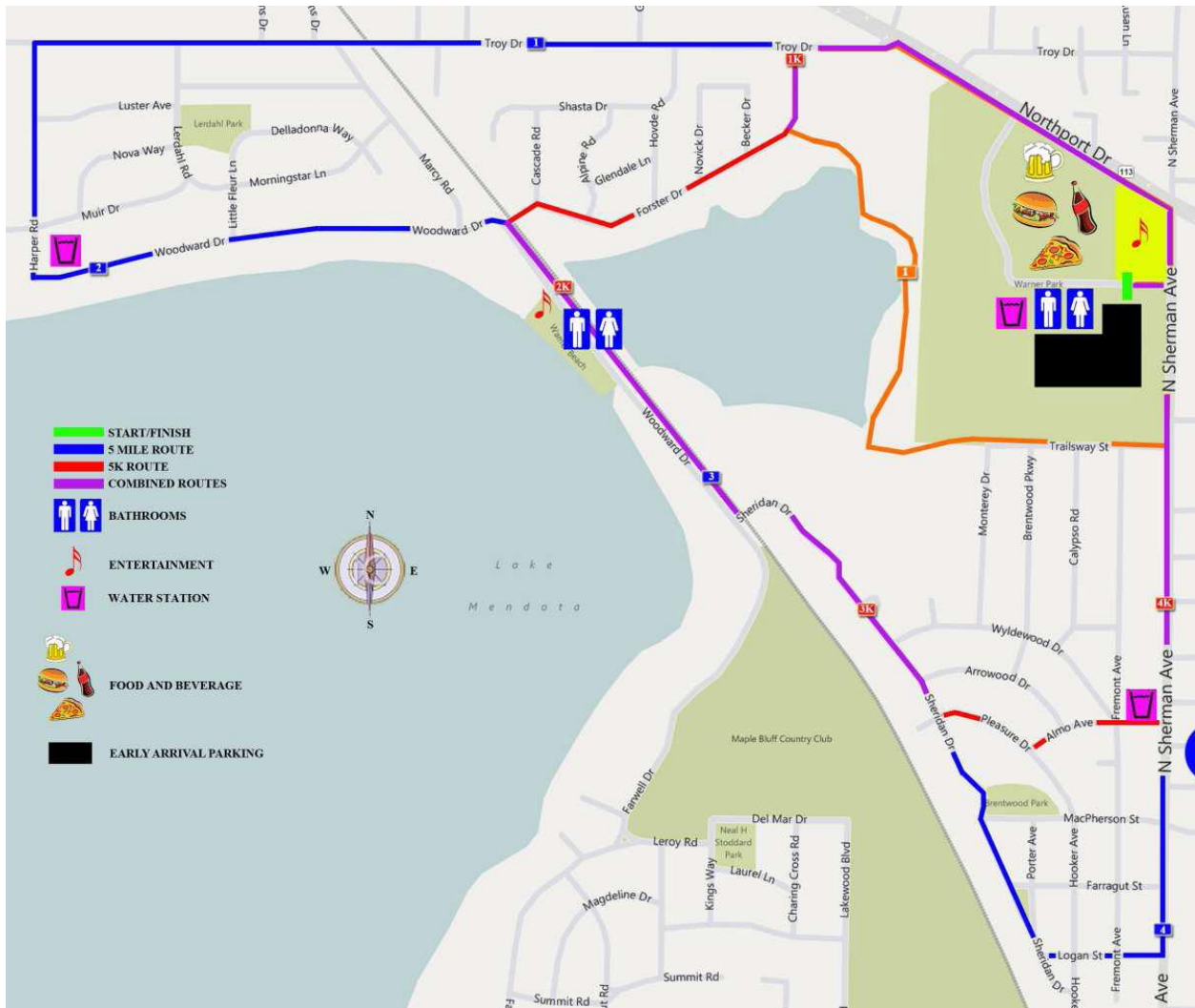
PORT-A-JOHNs

PORT-A-JOHNs

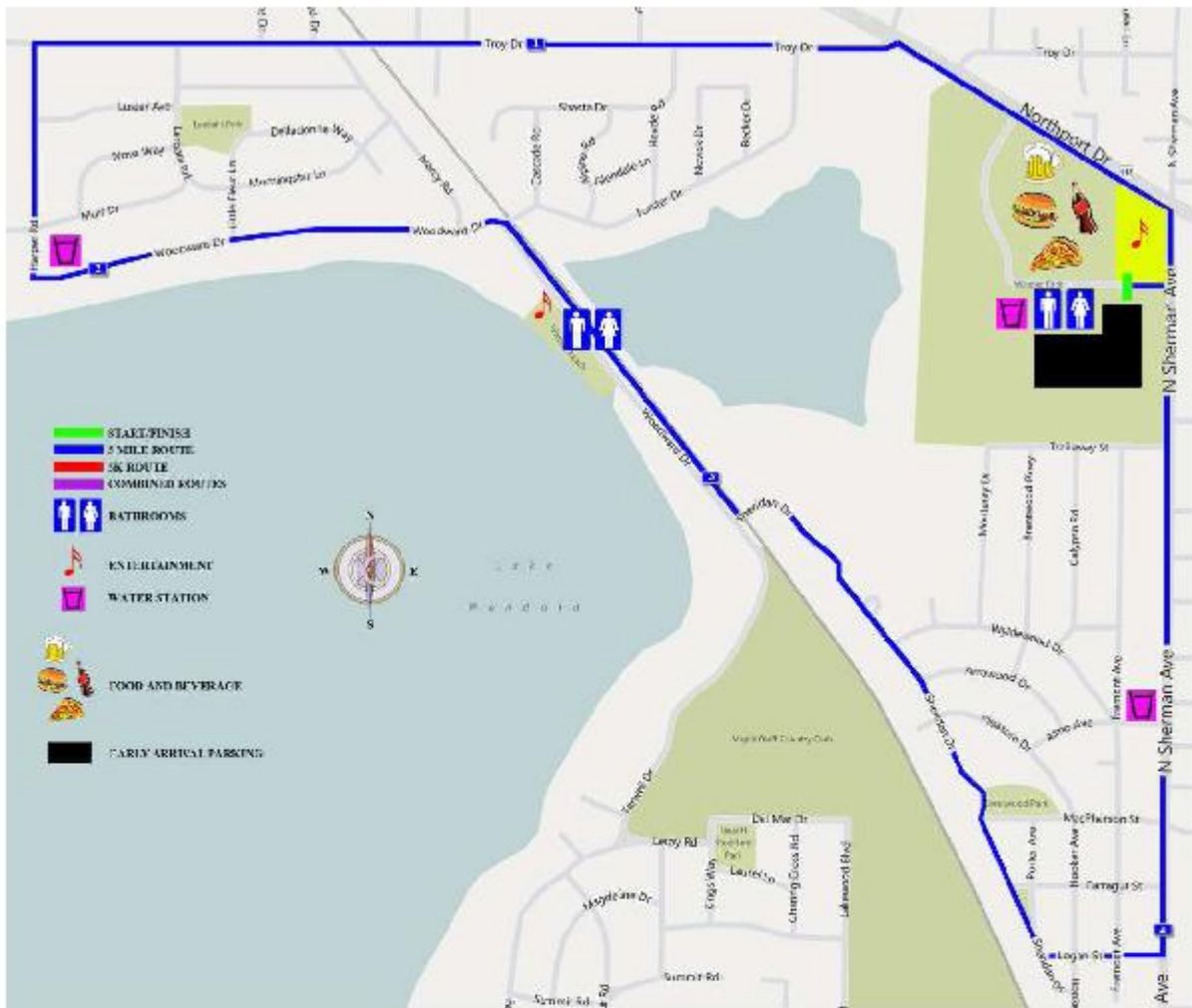
CARS MAY ONLY EXIT THIS WAY

SHERMAN AVE

5-mile run, 5K run, and 2-mile walk course overlapping



5 Mile Run



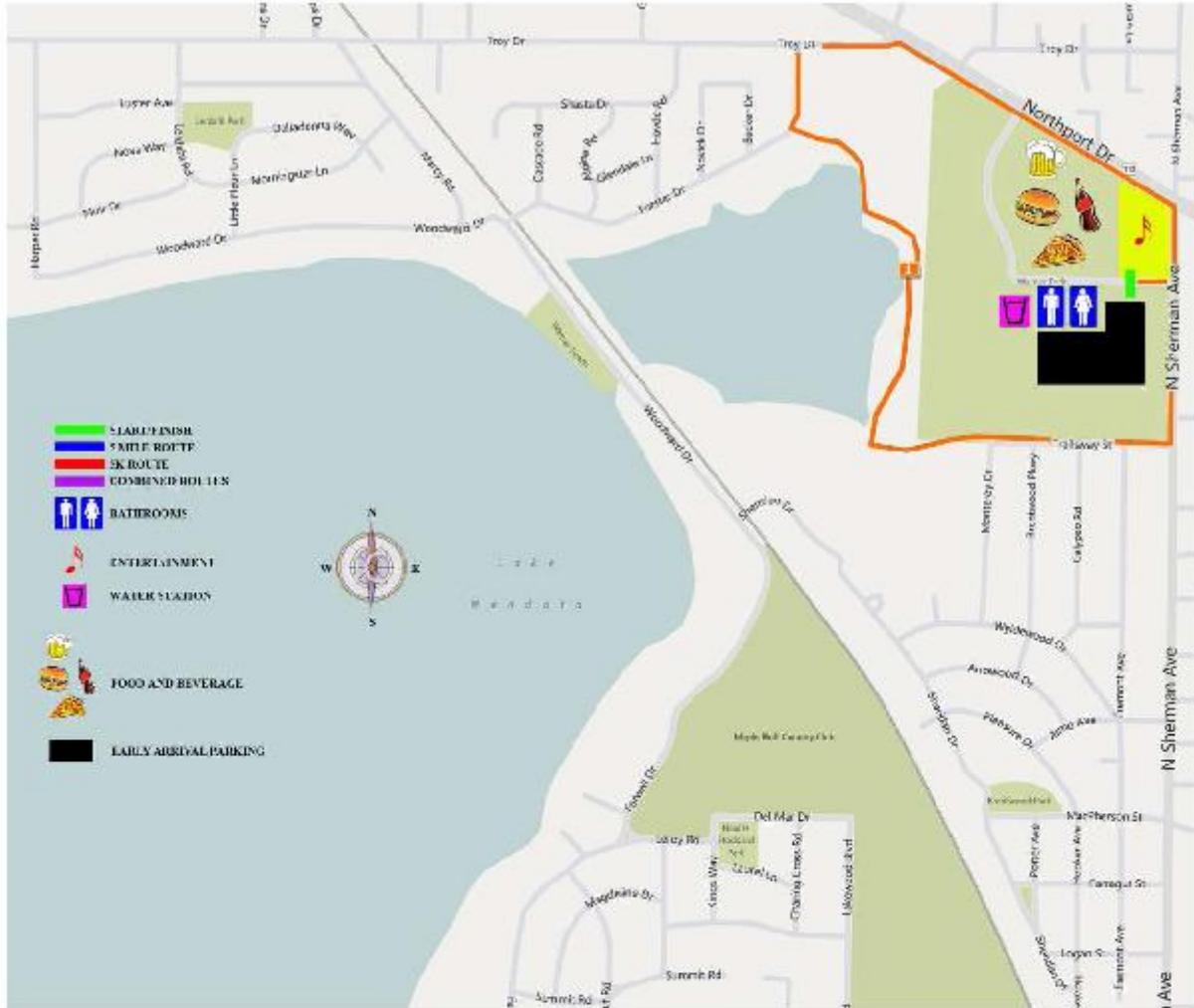
- START** At the Warner Park Exit towards Sherman Ave
- ➡ Turn left on N. Sherman Ave
- ➡ Turn left on Northport Dr
- ➡ Turn left on Troy Dr
- ➡ Turn left on Harper Rd
- ➡ Turn left on Woodward Dr
- ➡ Follow Woodward Dr to the right
- ➡ Turn left on Sheridan Dr
- ➡ Turn left on Logan St
- ➡ Turn left on N. Sherman Ave
- ➡ Turn left into Sherman Ave entrance to Warner Park **END**

5K Run



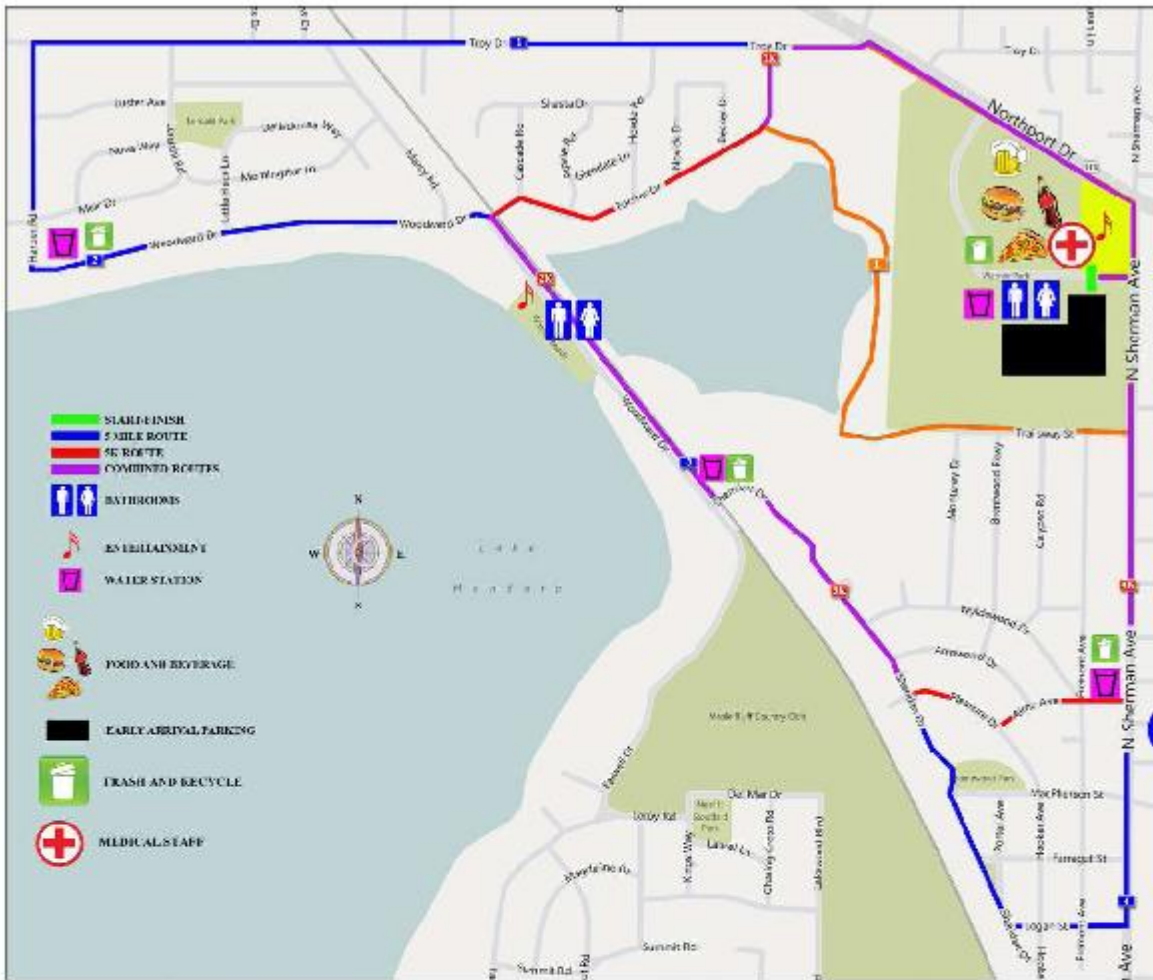
- START** At the Warner Park Exit towards Sherman Ave
- Turn left on N. Sherman Ave
- Turn left on Northport Dr
- Turn left on Troy Dr
- Turn left on Forster Dr
- Turn left on Woodward Dr
- Turn left on Sheridan Dr
- Turn left on Pleasure Dr
- Turn left on Almo Ave
- Turn left on N. Sherman Ave
- Turn left into Sherman Ave entrance to Warner Park **END**

2 Mile Walk



- START** At the Warner Park Exit towards Sherman Ave
- Turn left on N. Sherman Ave
 - Turn left on Northport Dr
 - Turn left on Troy Dr
 - Turn left on Forster Dr
 - Turn left on the Warner Park Bike Trail
 - Continue on Bike Trail past shelter house and over bridge
 - Take Bike Trail to the left towards Trailsway St
 - Take Trailsway St. straight towards N. Sherman Ave
 - Turn left on N. Sherman Ave
 - Turn left into Sherman Ave entrance to Warner Park **END**

Trash & Recycling Plan



RECYCLING & TRASH PLAN FOR THE RHYTHM AND BOOMS 5 MILE, 5K RUN AND 2 MILE WALK

All trash will be swept and picked up at all locations indicated on this map. As soon as the last runner/walker passes the area, a crew of volunteers will work quickly to ensure that trash and recycles are separated and put in the proper containers.

A truck will then drive through each race route and pick up all of the containers, aid station tables, leftover H2O and sports drink and return them to the finish line area. Volunteers will empty the containers into larger trash and recycle containers inside Warner Park. The larger containers are already placed in the park by the staff of Rhythm & Booms.

All of the tables, brooms and leftover water and sports drink will be taken from the park and returned to the offices of Starting Line Events, LLC.

All questions regarding trash and recycle can be directed to the Race Director, Jerry Kempfer, who can be reached at 608-241-7093 or the Event Director, Christine Lamm, who can be reached at 608-220-1457