

Run Santa Run 5K Safety & Event Plan

Planning and Preparation

The success of "Run Santa Run 5K" can be measured in many ways - through attendance figures and participant feedback, but it must also be measured in terms of safety. As organizers of the event, we have an inherent duty of care to provide a safe venue for participants, spectators and staff of the event. Our primary objective is to reduce the exposure of risks to health and safety, understanding that it is beyond our control to completely eliminate all potential risks and/or hazards.

Event Details

Event Name: Run Santa Run 5K

Event Description: Run Santa Run 5K is a recreational run designed to celebrate the festive holiday season while promoting healthy living and fit lifestyles. The event course has been designed to minimize impact to Madison area traffic patterns while highlighting the scenic beauty of the Madison lakes. As illustrated on the attached map, much of the proposed 2013 course would be contained on bicycle trails designed for pedestrian use.

Course: See course map attached.

Course Description:

- Begin on Capitol Square at intersection of King, Pinckney, and Main Streets
- Follow King Street east toward Wilson Street
- Left on Wilson Street
- Continue north east on Wilson Street to intersection of Blair Street, Williamson Street, and John Nolen Drive
- Proceed across John Nolen Drive and link with the Capital City Bike Trail
- Right on Capital City Bike Trail
- Continue west along the Capital City Bike Trail until reaching Olin Turnville Ct
- Continue south on Olin Turnville Ct until reaching the Wingra Bike Path
- Right onto the Wingra Bike Path
- Right on Sayle Street
- Left on E Lakeside Street
- Continue on W Lakeside Street to Homer Court
- Left on Homer Court
- Continue on Homer Court to Olin Avenue
- Left on Olin Avenue
- Continue on Olin Avenue to entrance of Coliseum Bar/Restaurant
- Left into parking lot

Event Date: December 7, 2012

Event Time: 1:00pm

Estimated Attendance: 800 - 1000

Event Access/Egress:

Participants, staff and volunteers will be directed to designated parking areas at/near the event start or finish. Due to ample public parking in both of these areas of the city, no additional arrangements are being made to accommodate parking. Additionally, we do not anticipate any need for increased traffic control facilitate parking volume.

Medical

Final medical planning has not been completed at this time; however, measures will be taken to contract with an ambulance service or place medical personnel at a course aid station and at the finish of the event.

Volunteers

All volunteers will be required to complete a liability waiver and attend a volunteer information session, as scheduled, prior to the event day. Any volunteers stationed on roadways will also be provided with Type-3 safety vests to improve on-course visibility.

Course Safety

The course will be marked with cones, signs and barricades to guide participants accordingly. Additionally, there will be volunteers and law enforcement officers strategically placed along the course to assist with participant guidance, public safety and traffic concerns.

Weather

Every effort will be made to monitor changing weather conditions prior to and during the event. In the days and weeks leading up to the event, any severe weather concerns will be addressed through the event website or other widely monitored media source. If severe weather occurs, the event will be postponed or cancelled as deemed appropriate by event management.

Traffic Control

Road blockage/closures will be created at strategic locations along the course to limit access to the course route along arterial streets. "Special Event Ahead" signs will be

placed strategically along major streets approaching the course to notify drivers of the event and to provide opportunity for them to choose an alternate route of travel.

Proposed Roads to be Closed:

E Doty Street at King Street

East Main Street at Webster Street

West Main Street at Martin Luther King Jr Blvd

South Butler Street at East Main Street

East Wilson Street at S Blair Street

Proposed "Special Event Ahead" Sign Locations:

John Nolen Drive at Broom Street (East Bound)

West Main Street (100 block)

Doty Street at Martin Luther King Blvd.

Williamson Street at Blount Street (West Bound)

Amenities

Portable toilets will be placed at Capitol Square as needed and scheduled to be removed immediately upon completion of the event.

Water will be provided at the event start staging area and at the finish.

Food will be available at the finish.

Event Signage

"No Parking" signage will be placed along the event course as determined by the Madison Parks Commission and Street Use Committee.

Event Emergency Procedures

Emergency Response personnel will be trained to carry out a documented plan in case of an event emergency. Current site maps will be available to all staff, emergency services and other relevant parties. First aid stations will be suitably located, clearly signed and accessible.

Communication

Two-way radios will be utilized for primary communication; however, a mobile phone tree will be provided to all staff and emergency personnel as a communication backup.

Electrical Service/Power

Portable electrical service will be contracted on site.

Trash/Recycling Disposal

Trash and recycling receptacles will be contracted and placed throughout the start staging and aid station areas. Disposal of trash along the course will be at participant discretion and discarding of refuse along the course will be highly discouraged. Upon completion of the event, our event staff will remove any refuse deemed to result from the event.

Conclusion

Although every attempt has been made to make this Operational Safety Plan document complete, it should be understood that it is a constant work in progress. The majority of items pertaining to this event have been covered; however, modifications to policies and procedures likely will be updated throughout the planning process.



Run Santa Run 5K

Distance: 3.1 mi

Elevation: 39.37 ft (Max: 941.6 ft)

mapmyride

