



# Aid Station Breakout

2022 Bank of America Chicago Marathon Event Preparation meeting

# Course Shelters

Event location	AS Location	Name
Aid Station #1	100 N State	Palmer House- Adam's Room on 6th floor
Aid Station #2	600 N LaSalle	CFD Engine 42
Aid Station #3	1900 N Stockton	Lincoln Park Zoo
Aid Station #4	2400 N Cannon	Francis W. Parker School
Aid Station #5	3500 N Lake Shore	Planet Fitness
Aid Station #6	3300 N Broadway	Lakeview Athletic Club
Aid Station #7	2300 N Clark	Francis W. Parker School
Aid Station #8	1500 N Wells	Piper's Alley Garage
Aid Station #9	500 N Wells	Merchandise Mart
Aid Station #10	100 N Franklin	Ogilvie Station
Aid Station #11	1200 W Adams	Whitney Young High School



## Course Shelters (Cont'd.)

Event location	AS Location	Name
Aid Station #12	400 S Ogden	Malcolm X College (TBC)
Aid Station #13	900 W Jackson	Union Station
		Target - Garage
Aid Station #14	1200 W Taylor	Engine 18 Fire Department
Aid Station #15	1400 W 18th	St. Procopius School (Gym)
Aid Station #16	2100 S Halsted	CEM Warehouse: Cermak North/South
Aid Station #17	2600 S Michigan	TBC
Aid Station #18	3400 S Michigan	De La Salle Institute
Aid Station #19	2800 S Michigan	Mercy Hospital
		Soldier Field Garage - Waldron Garage
Aid Station #20	1800 S Michigan	1st District Police Station
		Soldier Field Garage - Waldron Garage





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# Aid Station Operations



# Course Staff

## **Aid Station Operations Managers**

- Tim Bimmerle
- Anne Davis

Communicate with course staff via the radio as needed.  
When in doubt, ask!

## **Course Zone Managers**

- Zone A – Manny Alva – Aid Stations 1 – 5
- Zone B – Reggie Flesvig – Aid Stations 6 – 10
- Zone C – Jason Cole – Aid Stations 11 – 15
- Zone D – Percy Thomas – Aid Stations 16 – 20

# Pre-Race Day

**Aid Station Captains are asked to pickup the following Materials in advance of race day at the Race Office:**

- Captain Uniform & Credentials
- Key Volunteer Uniform & Credentials
- DJ Uniform & Credential
- Forklift Driver Uniform & Credential
- Mobile Check-in Cards
- AS CAD Drawings & Key Contacts List

## **Race Office Hours & Location:**

Wednesday, October 5, 2022 | 8 a.m. - 5 p.m.

Thursday, October 6, 2022 | 6 a.m. - 6 p.m.

Friday, October 7, 2022 | 6 a.m. - 6 p.m.

Saturday, October 8, 2022 | 4 a.m. - 2 p.m.

The race office is located on the north side of Balbo Avenue between Michigan Avenue and Columbus Drive. For more information, please visit <https://cemevent.com/event-staff/race-office/>.

## Race Morning

- Be sure to bring the following items for **your Key Volunteers, DJs and Forklift Drivers:**
  - Uniforms
  - Credentials
  - Mobile Check-in Cards, etc.
- Zone Managers will deliver radios & bullhorns
- Ice chest, forklift and tables staged by trailer and security guard
  - Blue Star security guard will have forklift key
  - Remember ice chest needs to be moved to medical tent
- Volunteer Check-in Materials
  - Jackets and hats on pallet
  - Credentials and reflective arm bands in supply crate
  - Volunteer snacks in blue crate



# Tents

## Medical Tent

- AS 01 – 09: 10x20
- AS 10 – 20: 10x20 and 10x10
- Ham radio operations in tents for medical communications
- EAS flag
- Ice chest needs to move from semi-trailer area to Medical Tent

## DJ Tent

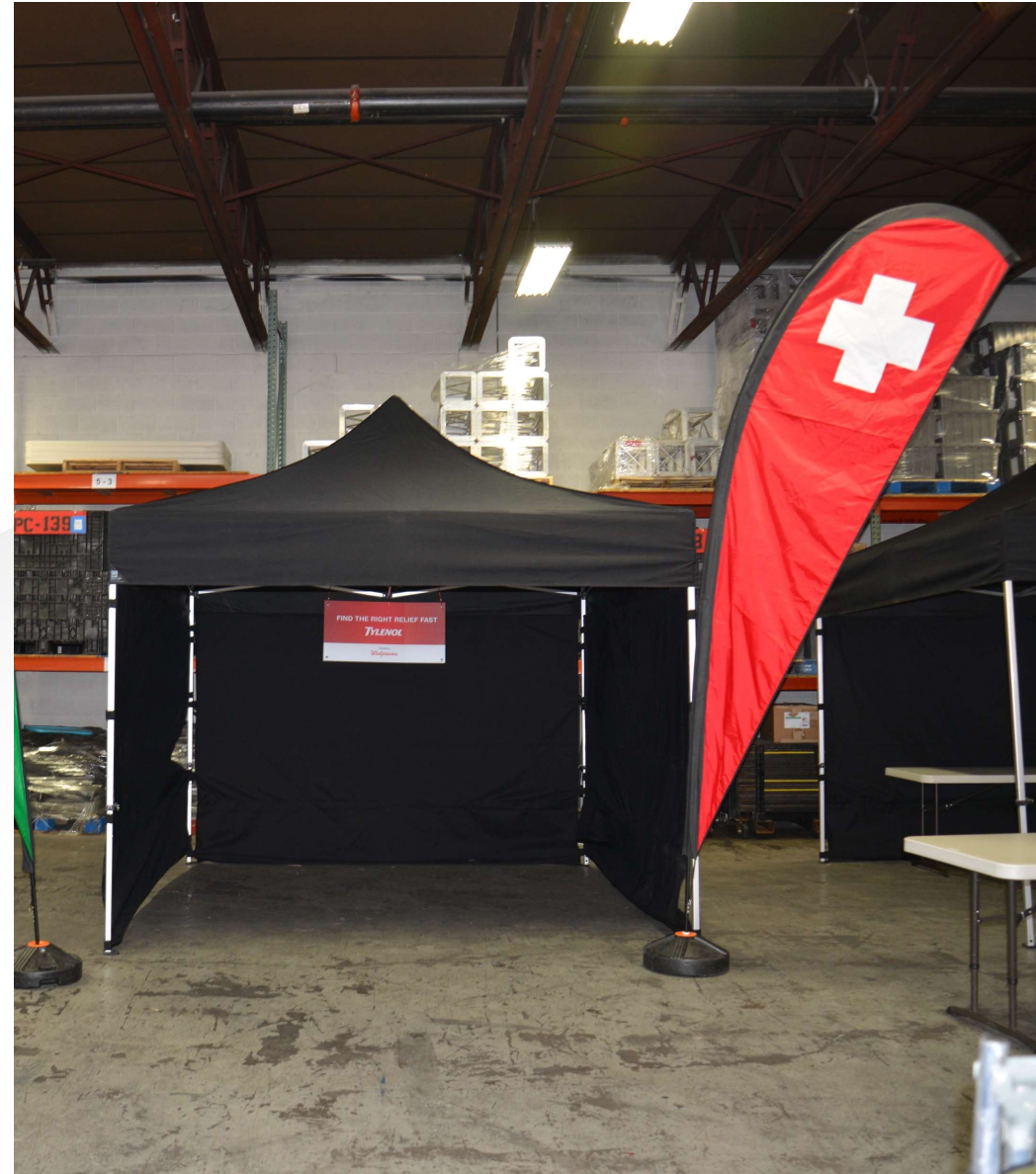
- 10x10 tent
- All DJs are required to bring a generator
- Extension cords in your supply bin if there is a nearby power source
- 6-foot tables rather than 8 foot, so easy to distinguish from fluid tables
- Tables and chairs for tents provided by Lakeshore Athletic Services (same company putting up tents)





## Medical Tent Guidelines

- **Call Medical Captains race week to touch base and coordinate**
- Medical teams will not be transported until medical tent is clean
- Course Dispatch will inform Aid Station Captains that Medical tents are ready to close
- Medical tent review with Aid Station Captain and Medical Captain
- Aid Station Captains will report to Course Dispatch that medical teams can check out
- This ensures:
  - Medical tent is properly cleaned
  - Medical tent is free of unattended/suspicious packages
  - Aid Station volunteers know when medical teams are off-site



# Signage

## Flags/Teardrop flags

- EAS, Gatorade, Water, Medical, Bananas
- Also heating/cooling (only set up if needed)

## Signs on Sticks – “Handheld Signs”

- Volunteer Check-in
- Aid Station Ahead
- Toilets (2) with arrows
- Shelter

## Table Skirts

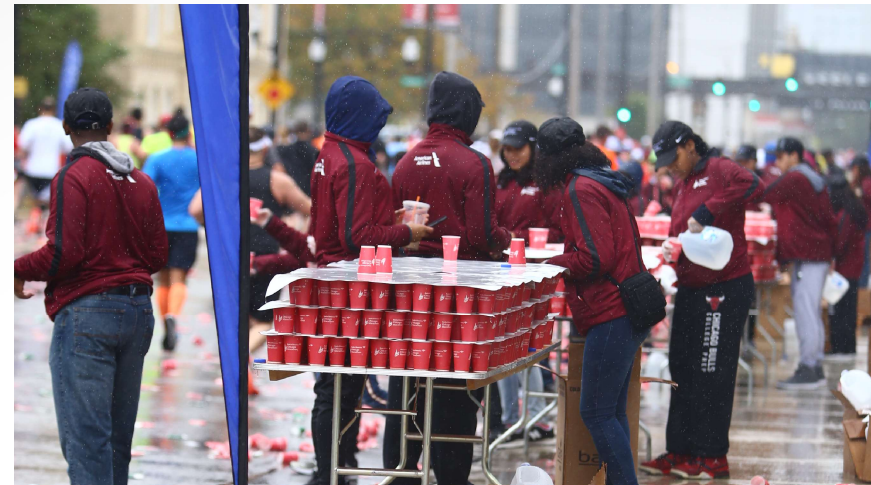
- Gatorade and water
- Chiquita banana skirts
- Attach before beginning to pour fluids
- Please remove staples if used





# Water

- Each Aid Station will be supplied with **Niagara Bottling** one-gallon water.
- 48 cases per pallet
- 6 gallons per case
- See **CAD drawing** for number of water tables
- Fill cups 4-ounces
- Stack cups four (4) layers high
- Wear gloves when pouring fluids

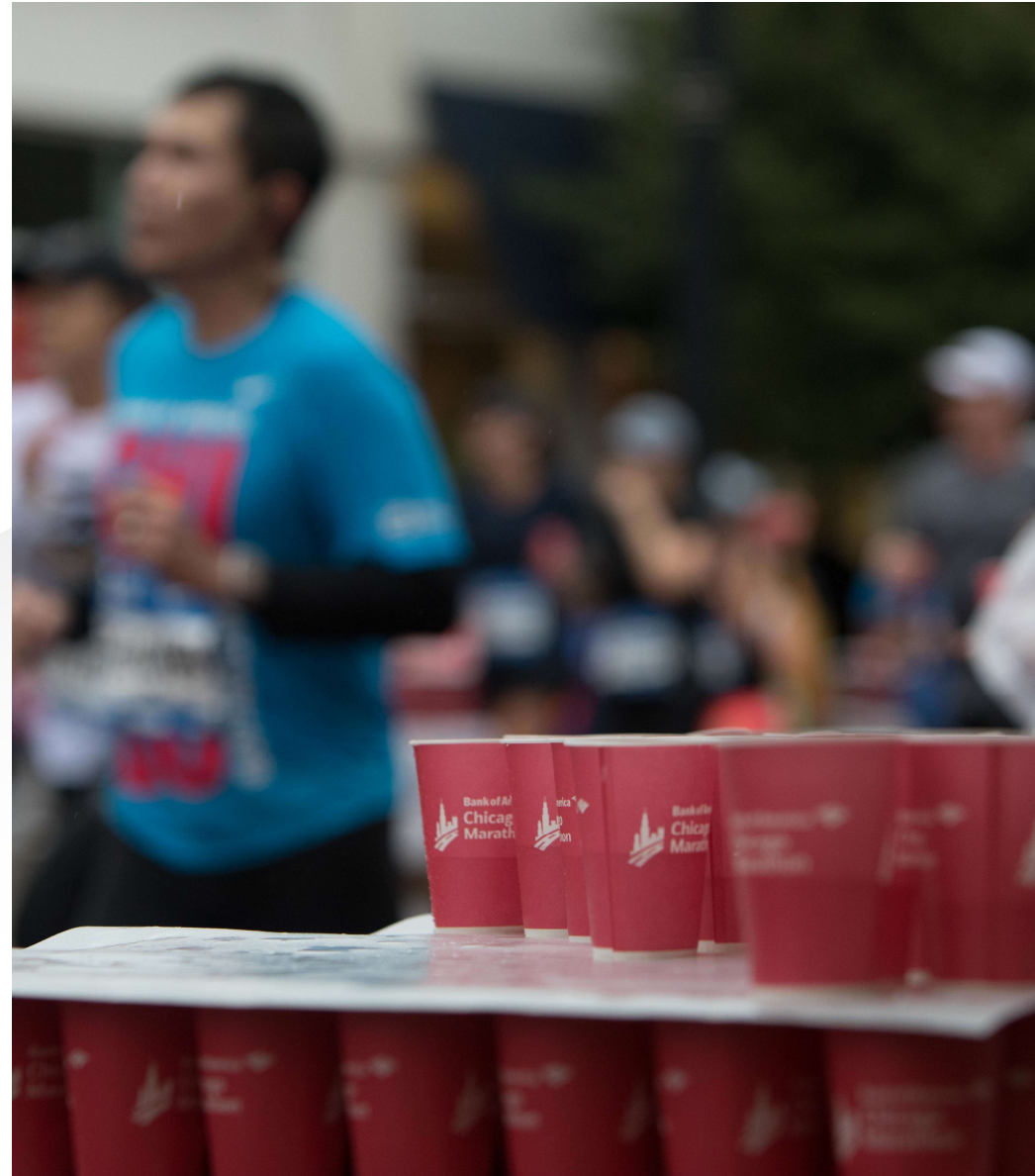


# Gatorade

- 7oz Gatorade cups
- 58 cases Gatorade Concentrate per aid station
- 4 gallons of Gatorade Concentrate / per 1 case
- See **CAD drawing** for number of Gatorade mixing and serving tables
- Fill cups 4-ounces
- Stack cups four (4) layers high
- Wear gloves when pouring fluids

## Mixing Ratio

- 5 gallons water
- 1 gallon Gatorade concentrate



# Cups

## Water

- 27 cases total
- 2000 cups/case
- 100 cups/sleeve
- 7 oz. cups

## Gatorade

- 22 cases total
- 2,000 cups/case
- 100 cups/sleeve
- 7 oz. cups



# Review of What's New in 2022?

- **Course Changes** – will impact the location of four Aid Stations
  - Aid Station 10 – relocated to Monroe St. between Canal and Jefferson
  - Aid Station 17 – relocated to Michigan Avenue between 26<sup>th</sup> – 28<sup>th</sup> (southbound)
  - Aid Station 18 – relocated to Michigan Ave between 34<sup>th</sup> – 35<sup>th</sup> St
  - Aid Station 19 –relocated to Michigan between 26<sup>th</sup> – 25<sup>th</sup> St
- **One (1) Equipment Trailer**
- **Reduced Water and Gatorade Fluids**
  - 4 ounces of water per cup vs 5 ounces per cups in the past.
  - Accounting for 2 – 2.5 cups of water per aid station per runner.
  - Accounting for runner 'take rate' of 80% - 95%, plus 50% additional water for heat contingency.
- **Course Marshal Check-In at Aid Stations**
  - AS01 – AS02
  - AS05 – AS08
  - AS13 – AS14
  - AS16
  - AS18 – AS20

# General Reminders

## **Forklift safety**

- Call over the radio ASAP if your forklift driver is late or if your forklift is missing
- Do not drive on grass, grates, etc.
- Watch for pedestrians, other vehicles and pallets
- Reckless driving will not be tolerated

## **Clean-up**

- Clean up as you go!
- Remember the priority is to open the streets
- As the last wave begins to thin, focus on clean up
- Do not place items where the cab of a truck needs to access the trailer
- Restack pallets neatly and wrap them
- Consolidate onto one trailer if possible
- Radio forward command when closing and turn in radio



# Aid Station Sustainability



## Green Team Supervisor

### Oversee all recycling and composting at the aid station

- Two per aid station (one per side)
- Four compost volunteers (two per side)
- Critical to minimize contamination
- Ensure materials are loaded on the correct truck
- All aid stations will have 100% compostable cups – both water and Gatorade
- All aid stations will collect stretch wrap/plastic wrap
- Aid stations 15 – 18 will have bananas
- Aid station 10 & 14 collects Gatorade Gel packets for Gatorade's TerraCycle recycling program
- Use rakes, shovels and brooms to collect waste



# Collection efforts

## Compost

- All water and Gatorade cups
- Banana peels
- Wet cardboard

## Recycling

- Dry/damp cardboard
- Empty plastic jugs

## Specialty recycling

- Stretch wrap from pallets
- Plastic outer wrapping from water jugs
- Gatorade gel packets (Aid Station 10 & 14 only)

## Trash

- Cup sleeves, table skirts and mixing wands
- Coffee cups and food wrappers





## Compost: Items

We anticipate the aid stations will collect 10-12 tons of organic waste.

- Compostable Gatorade and Bank of America branded bamboo cups on course aid stations 01 – 20
- Bananas (aid stations 15 – 18)
- Wet stacking sheets

Use **green Natur-bags** for compost items



# Compost: Materials

## Materials needed:

- BPI certified compostable [green Natur-bags](#)
- 200 at aid stations 01 – 14, 19, 20
- 300 at aid stations 15 – 18
- Bag numbers based on 600 cups/bag



## Compost: Collection

**Items:** Gatorade and Bank of America compostable cups, bananas and stacking sheets

- Shovel only compostable materials into **green Natur-bags**
- Remove any contamination such as wrappers or other debris
- Do not rake up Power Gels and other waste with the cups and peels
- Do not place any coffee cups or other non-compostable items into bags
- Filled bags to be staged in a separate, designated pile behind the Gatorade and water stations





# Compost: Collection cont.

## Aid stations 1 - 20

- Compost trucks will make one stop post-event at each aid station
- Trucks will pick up the green bags
- Bags filled with material other than compost will be rejected and subject the entire truckload to the landfill
- Republic Services trucks will be labeled “Compost”
- Before loading, confirm the truck is picking up Compost, not Recycling





## Recycling items

- Empty gallon water bottles and caps
- Empty Gatorade concentrate jugs
- Dry cardboard sheets
- Dry, flattened cardboard boxes

Use [blue plastic bags](#) for recycling items



# Recycling: Collection method

## Water and Gatorade jugs

- Empty water from water bottles
- Crush water jugs
- Screw lid back onto the jug
- Place into [blue plastic bags](#)
- Place in designated recycling area

## Recycling Trucks

- Trucks make two stops: pre- and post-event
- Do not stage recycling in the middle of the road
- Before loading, confirm the truck is for "Recycling"
- Republic Services recycling truck will have a "Recycling" sticker on the side

## Cardboard

- Flatten cardboard boxes before moving to recycling area
- Cardboard sheets between water bottles should be stacked in designated recycling area
- CARDBOARD SHOULD BE DRY – compost wet cardboard

## Trash: Items

- Cups other than Gatorade cups and Bank of America water cups are considered trash
- Starbucks cups and other coffee cups
- Food wrappers
- Cup sleeves, table skirts, mixing wands
- Use clear plastic bags for trash





## Trash: Collection method

- Rubbish should be collected in clear plastic bags.
- Do not throw any food items into trash bags
- Filled bags should be staged separately from all other compost and recycle items
- Streets and Sanitation truck will make one stop post-event to pick up trash bags
- Streets and Sanitation should only load trash bags onto their trucks, not blue recycling or green compost bags



# Specialty recycling

## Stretch wrap

- Collect stretch wrap and gallon jug plastic wrap in clear plastic bags
- Keep staging area separate from standard recycling materials
- Filled bags to be placed onto trailer post-event
- Used PE film is processed and made into new materials like composite boards for decks & outdoor furniture

## Gatorade power gel pouches

- Aid station 10 & 14 will collect Gatorade Gel pouches and ship to TerraCycle for upcycling



Recycle Gatorade®, Propel®, EVOLVE® and Muscle Milk® Sports Nutrition Product Packaging Here



Only Gatorade®, Propel®, EVOLVE® and Muscle Milk® sports nutrition product packaging is accepted.

# Waste stream summary

- **Compost**

- AS 1 - 20: Republic Services trucks labeled “Compost” – Post-event only
- All water and Gatorade cups
- Banana peels
- Wet cardboard

- **Recycle**

- Republic Services truck labeled “Recycling” – Pre- and post-event
- Dry cardboard and empty plastic jugs

- **Specialty recycling**

- Do not load onto compost or recycle trucks
- Gatorade gel packets – Aid Stations 10 & 14, will collect & mail to TerraCycle post event
- Stretch wrap from pallets – Place filled bags onto trailer

- **Trash**

- Streets and Sanitation truck post event
- Cup sleeves, table skirts and mixing wands
- Coffee cups and food wrappers
- Keep separate from other collection efforts





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# Aid station volunteers

## Resources and reminders

- Please send all questions, comments, etc. to [aidstation@cemevent.com](mailto:aidstation@cemevent.com)
- Reference documents on [dropbox](#)
- EMOS login: [cem.emos1.com](http://cem.emos1.com)
- Rosterfy login: [cemevent.rosterfy.com/login](http://cemevent.rosterfy.com/login)
- The volunteer registration deadline is **Friday, September 30 at 11:59 pm Central Time. No exceptions.**

# Volunteer check-in process

**All group leaders, and volunteers must check-in and receive their credential and uniform before they begin their volunteer tasks.**

## **1. Electronic check-in and credential**

- Volunteers MUST be registered online in order to check-in
- Check in the volunteer in the registration system (QR code scanning process)
- Give the volunteer a credential. The credential signifies that the volunteer has checked-in.

## **2. Uniform distribution**

- Distribute ONE jacket, ONE hat, and ONE reflective arm band to each volunteer who has a credential.
- Do NOT distribute a uniform to a volunteer for another person OR to a volunteer who has not checked in.
- The reflective arm band must be returned at the end of the volunteer shift.

## **3. Gear check**

- Work with the Volunteer Gear Check Supervisor to collect and organize bags from volunteers.
- Volunteers MUST either
  - Check their belongings or
  - Keep their belongings on them at all times

## **4. Parking placards/vouchers (if applicable)**

- Distribute parking placards or vouchers (if applicable) unless they are already on site with parking managers.
- If your parking lot/garage requires a chaser ticket, consider handing them out as volunteers leave so they do not lose/damage them during their volunteer shift.

## **5. Assignment**

- Send the volunteer to their designated side of the street and table based upon the established volunteer assignment plan.

## 2022 Bank of America Chicago 13.1

### Mobile Volunteer Check-In – Race Day

#### Mobile Check-In QR Code



#### Mobile Check-In URL

<https://cemevent.rosterfy.com/portal/event/21403140/teamleader/shifts>  
**ONLY CHECK-IN VOLUNTEERS FOR YOUR DESIGNATED AREA/POSITION**

## Mobile check-in

- All Captains will receive mobile check-in cards (example of the front/back of the card to the right)
- You must login to Rosterfy with the universal login listed on the mobile check-in card. You will not have access to check-in if you login through your own personal Rosterfy account.
- If the volunteer has a QR code, no need to check ID.
- If the volunteer does not have a QR code, please check for ID and search the volunteer by name.
- Unregistered individuals are not permitted to volunteer.
- Please print a back-up volunteer list

1. Scan the QR code or type in the URL to open Mobile Check-In.
2. Log in to your Volunteer Account with the universal login.
3. You will be directed to a shift check-in list.
4. Click 'Scan' and scan a volunteers QR code to check-in. If the volunteer does not have their QR code, please ask for an ID and search by the volunteers' first or last name.
5. Once you have found the volunteer, click 'Check-In'.

#### Tips

- Test Mobile Check-In before event morning.
- Charge your phone to 100%.

#### Reminders

- Do not check-in volunteers that are not present.

#### Support

Volunteer Phone 312.796.8392

#### Universal Login

Email: [volunteer@chicago13point1.com](mailto:volunteer@chicago13point1.com)  
Password: Volunteer2022



# Volunteer recruitment breakdown

## 2022 Bank of America Chicago Marathon Aid Station Volunteer Breakdown

Station	Peak Runner Flow p/min	Peak Flow Time	Vol. Check-In Time	Lead Runner Time	Expected Water Take Rate	Expected Water Cups Filled	Expected Gatorade Take Rate	Expected Gatorade Cups Filled	Time (Mins) to Full Pour	Peak Vols. Serving (Water)	Peak Vols. Serving (Gatorade)	Additional Vols Needed for 90 min Pour Goal	Additional Gen. Vols. for Compost	Min. Volunteers Needed	Volunteer Recruitment Goal
AS#1	776	8:19 AM	5:00 AM	7:37 AM	80%	34400	60%	25800	49	103	78	0	4	185	247
AS#2	646	8:40 AM	5:00 AM	7:45 AM	80%	34400	60%	25800	58	86	65	0	4	155	207
AS#3	587	8:56 AM	5:00 AM	7:54 AM	80%	34400	60%	25800	64	78	59	0	4	141	188
AS#4	573	9:07 AM	5:15 AM	7:57 AM	80%	34400	60%	25800	66	76	57	0	4	138	184
AS#5	520	9:22 AM	5:15 AM	8:04 AM	85%	36550	65%	27950	73	74	56	0	4	134	179
AS#6	494	9:37 AM	5:15 AM	8:08 AM	85%	36550	65%	27950	76	70	54	0	4	128	171
AS#7	430	9:50 AM	5:15 AM	8:14 AM	85%	36550	65%	27950	88	61	47	0	4	112	149
AS#8	406	10:09 AM	5:30 AM	8:20 AM	90%	38700	70%	30100	90	61	47	3	4	115	153
AS#9	390	10:11 AM	5:30 AM	8:26 AM	90%	38700	70%	30100	90	59	46	8	4	116	155
AS#10	376	10:13 AM	5:30 AM	8:29 AM	90%	38700	70%	30100	90	56	44	12	4	116	155
AS#11	360	10:33 AM	5:30 AM	8:36 AM	95%	40850	75%	32250	90	57	45	17	4	123	164
AS#12	349	10:35 AM	5:45 AM	8:42 AM	95%	40850	75%	32250	90	55	44	20	4	123	164
AS#13	329	10:47 AM	5:45 AM	8:48 AM	95%	40850	75%	32250	90	52	41	25	4	122	163
AS#14	316	10:58 AM	5:45 AM	8:54 AM	95%	40850	75%	32250	90	50	40	29	4	123	164
AS#15	303	11:03 AM	5:45 AM	9:01 AM	95%	40850	75%	32250	90	48	38	33	4	123	164
AS#16	293	11:06 AM	6:00 AM	9:06 AM	95%	40850	75%	32250	90	46	37	36	4	123	164
AS#17	288	11:24 AM	6:00 AM	9:16 AM	90%	38700	75%	32250	90	43	36	36	4	119	159
AS#18	263	11:59 AM	6:15 AM	9:22 AM	90%	38700	75%	32250	90	39	33	43	4	119	159
AS#19	269	11:42 AM	6:15 AM	9:24 AM	90%	38700	75%	32250	90	40	34	41	4	119	159
AS#20	269	11:52 AM	6:15 AM	9:30 AM	90%	38700	75%	32250	90	40	34	41	4	119	159

Note: Peak flow based on 2019 data. Check-in time and leader runner time from 2021 data.

Note: Volunteer recruitment goal based on number of volunteers needed to complete pouring in 90 minutes, number of volunteers needed to serve at peak runner flow. Includes 30% increase to account for attrition.

Note: Does not include key volunteer roles.

# Key volunteers

## Diagrams

- Specific diagram for each aid station on Dropbox
- Includes all required roles
- **Past due! Please submit to Samantha ASAP if you have not already. If you do not submit form, your team will not receive gear.**

## Race day checklists

- Instructional document for each key volunteer position
- Encourage key volunteers to download and print their role's checklist to prepare for race day

Both are available on Dropbox

AID STATION 01		
State St. between Randolph St. and Madison St.		
Mile 1.6		
<b>Aid Station Captain</b>	<b>Aid Station Co-Captain</b>	Enter the name, email address and phone number for the individual filling each role.
Name	Name	
Email	Email	
Mobile Phone	Mobile Phone	
LEFT SIDE	RIGHT SIDE	OTHER
<b>Side Coordinator</b>	<b>Side Coordinator</b>	<b>Volunteer Check-In Supervisor</b>
Name	Name	Name
Email	Email	Email
Mobile Phone	Mobile Phone	Mobile Phone
<b>Gatorade Supervisor</b>	<b>Gatorade Supervisor</b>	<b>Volunteer Gear Check Supervisor</b>
Name	Name	Name
Email	Email	Email
Mobile Phone	Mobile Phone	Mobile Phone
<b>Water Supervisor</b>	<b>Water Supervisor</b>	<b>Truck Inventory Supervisor</b>
Name	Name	Name
Email	Email	Email
Mobile Phone	Mobile Phone	Mobile Phone
<b>Green Team Supervisor</b>	<b>Green Team Supervisor</b>	<b>Distribution Supervisor</b>
Name	Name	Name
Email	Email	Email

# Key volunteer guidelines

## Check-in and set-up

- Check in, put on your ID vest and carefully survey your area of responsibility
- Introduce yourself to other key volunteers and volunteer working on your side of the street
- Refer to the race day checklist for your key volunteer role throughout the day

## Operations

- Keep your eye on the big picture. Continually pace your station. Document any important observations/issues. Never pour fluids. Check in with your captain and co-captain and alert them of any problems.
- Alert your captain/co-captain of any issues as soon as they arise

# Key volunteer guidelines

## Clean-up

- Move everything off the street and onto the sidewalks as soon as possible so that the street cleaning vehicles can pass through and clean the street
- Recover or dispose of leftover supplies as appropriate
- Remain onsite until the station is completely cleaned up. Check in with your captain before leaving site

## Instructing volunteers

- Perform a short demonstration of the correct way to set up their area
- Provide instruction and positive reinforcement
- Continually instruct volunteers to:
  - Remain behind the sprayed line
  - Never turn their back on the runners
  - Stay alert
  - Yell the product as the runners approach, i.e. Gatorade, water, gel, bananas



# Next steps

## Communications

- Race week confirmation email
  - Reminder that the CEM team will send the race week confirmation email to all registered volunteers.
  - Samantha will share copy with Captains in advance so you are aware of the information that is being sent out.
  - If you would like to share any additional information that is not included in the copy, please export your volunteer list and email them with your messaging.

## Captain Pick-up

- A reminder that there will not be a Captain mailing this year. Captains must pick-up their items from the race office.
- Race office hours and location details can be found at <https://cemevent.com/event-staff/race-office/>
- Contents
  - Captain and key volunteer merchandise and credentials
  - Mobile check-in cards
  - Yellow keys
  - Parking placards (if applicable)
  - Laminated CAD drawing
  - Emergency response checklist
  - EAS scripts for your DJ



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Safety and security

# Safety program overview

## **Safety team includes:**

- Safety manager
- Designated safety coordinator at each aid station on course (assigned Emergency Response Team role)

## **Safety coordinators will be focused on:**

- **Personal preparedness equipment (PPE)**
  - Event staff and volunteers are wearing necessary safety equipment including wearing helmets, when working under elevated work, safety vests, uniform, etc. for their role
- **Forklift safety & Pedestrian Interaction**
  - Forklift operators drive at appropriate speeds, wearing seatbelts, using horn, driving in reverse when transferring full pallets and use safety spotter when Aid Station are congested with workers and/or volunteers
- **Environmental safety**
  - Supply and equipment storage to prevent slip, trip and fall risk, secure overhead structures, secure fencing, etc.

# Evacuation roles and resources

## Roles

- *Captain*
  - Facilitate the evacuation process for event area
  - Identify appropriate shelter location based on aid station
  - Designate personnel for additional emergency roles
- *Co-captain*
  - Lead the evacuation process to the appropriate shelter location with yellow shelter sign/stick
  - Responsible for wearing the fluorescent vest and leading the team to the shelter
  - Responsible for leading team to follow to the shelter
- *Communications*
  - Responsible for communicating with the entire team with the bullhorn

## Resources

- Designated evacuation lead(s) for key facilities
- Fluorescent vest(s)
- Yellow Shelter Sign/stick
- Bullhorn(s)
- Communications – DJ booth.



# Race week preparedness actions

**All area leads will be provided emergency preparedness documents to review with staff**

## **Area managers:**

- Conduct a safety, evacuation and communications briefing for event staff and volunteers in your area at the beginning of every shift.

## **Everyone:**

- Review Hands only CPR
- Stop the Bleed Certification (training available race week)
- Monitor weather and dress accordingly
- Be aware of surroundings and report anything suspicious



Thank you

