



Finish line breakout session

2022 Bank of America Chicago Marathon Event Preparation meeting

Agenda

- Introductions
- Updates for 2022
- Weekend timeline and race day schedule
- Runner refresh zones
- Emergency action plans
- Sustainability
- Emergency management
- Q&A



New for 2022

- Finish Line bleachers on west side back in for 2022
- Standing room only area on east side back in for 2022
- Bags to be used at Runner Refresh



Race weekend timeline

Saturday, October 8

Abbott Chicago 5K

10:00 a.m. – Volunteer group arrives for medal unpacking and hanging.

11:00 a.m. – Event staff and key volunteers start arriving and begin setting up and inventorying product in the Runner Refresh zones.

12:00 p.m. to 1:00 p.m. – Runner Refresh and Red Zone walk-through with Event Staff, Key Volunteers, Vendors and Logistics Crew - Meet @ HVC.

1:00 p.m. to 2:00 p.m. – Final set up and prep for race day.

2:00 p.m. – All staff exits the park for security sweep.



Race weekend timeline (cont.)

Race day – October 9

Begin check-in at HVC, see job description for details

Volunteers start arriving and check in at 6:30 a.m.; in position by 7:00 a.m. (Varies by area)

7:20 a.m.: Wheelchair start

7:30 a.m.: Marathon start – Wave 1

8:00 a.m.: Marathon start – Wave 2

8:35 a.m.: Marathon start – Wave 3

8:45 a.m.: First male wheelchair finisher

9:33 a.m.: First male elite runners finish

9:50 a.m.: First female elite runners finish

4:00 p.m.: Finish line closes (prior to this a “late finish area” will be set up south of the finish line on the west side of Columbus)**

5:30 p.m.: Last finishers

***Exact closure time is based on 6.5 hours from the time the last runner crosses the start line.*



Race day roles

Event Weekend Role	First Name	Last Name
Finish Line Manager	Michael	Clemmons
Finish Line Co-Manager	David	Grice, Jr.
Runner Refreshment Captain	Pamela	Mereness
Center Captain	Jennifer	Marhenke
Back Captain	Alexander	McCann
Front Captain	Connie	Cardenas
Runner Refresh Exit Coordinator	Gerald	Cernak
Heatsheets Coordinator	Chloe	Parkinson
Heatsheets Supervisor	Julian	Rodriguez
East Heatsheets Supervisor	Erica	Liddicoat
West Heatsheets Supervisor	Nans	Le Teurnier
Medals Coordinator	Delynn	Olson
West Medals Supervisor	Lyssette	Rodriguez
West Medals Assistant/ Monitor	Thomas	Wood
East Medals Supervisor	Benjamin	Delage
East Medals Assistant/Monitor	Ricky	Polack
Gatorade Coordinator	John	Casey
East Gatorade Supervisor	Catherine	Martin
West Gatorade Supervisor	Johnathan	Harvy

Event Weekend Role	First Name	Last Name
Water Coordinator	David	Holmberg
East Water Supervisor	Pablo	Hernandez
West Water Supervisor	Steven	Yee
Muscle Milk Coordinator	Joel	Padovano
Ice Bag and Towel Supervisor	John	Moss
Ice Bag and Towel Coordinator	Roger	Thayer
Food Coordinator	Catherine	Schaefer
West Food Supervisor	Merilou	Gonzales
East Food Supervisor	Angelique	Hammons
Beer Coordinator	Muthusamy	Selvaraj
Runner Refresh People Mover Coordinator	Jamilla	Shakoor
Red Zone People Mover Coordinator	Dan	Donka
Late Finish Coordinator	Valerie	Mangino
Runner Refresh Exit Supervisor	Juan Pablo	Ramirez-Quiroz
"On Deck"	Judy	Liwanpo
Finish Line Branding QA Captain	Nick	Nordmann

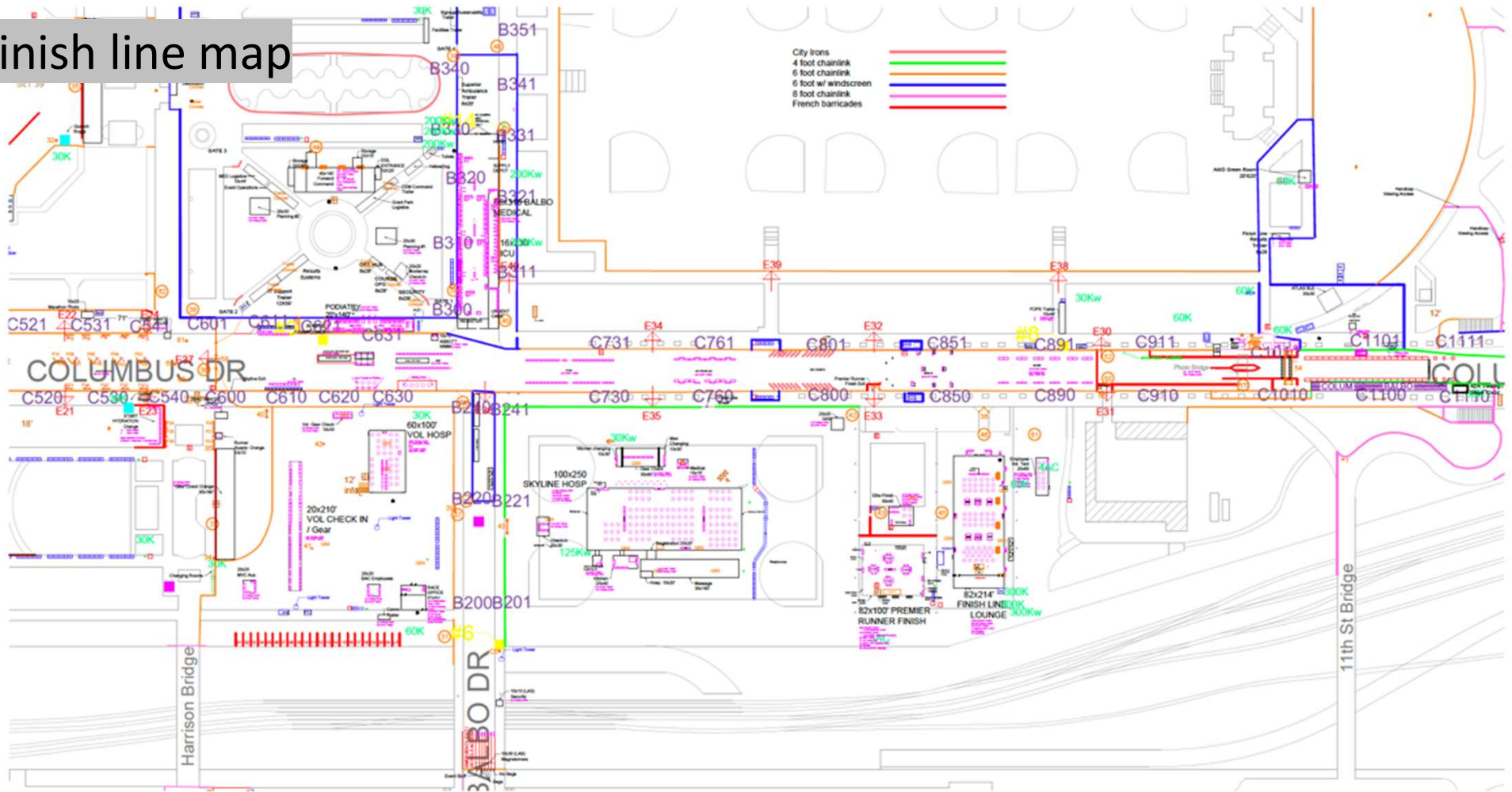
People movers

- A team of people movers will control the red zone and area directly north of the photo bridge after the elite runners finish.
- Station Red Zone people movers along the barricades and instruct them to keep the runners moving north towards the water zone and not to stop, wait or stand along the barricades once they cross the finish line.
- Volunteers should remain alert for runners in distress and notify the nearest medical team member to assess the runner in distress. Volunteers should NOT take photo of runners or allow runners to wait for their friends or family members.
- Runners can wait in the 27th Mile Post-Race Party (Butler Field) or near gear check. All runners should continue north towards the water zone. Runners are NOT allowed to return to the finish line after leaving the red zone.

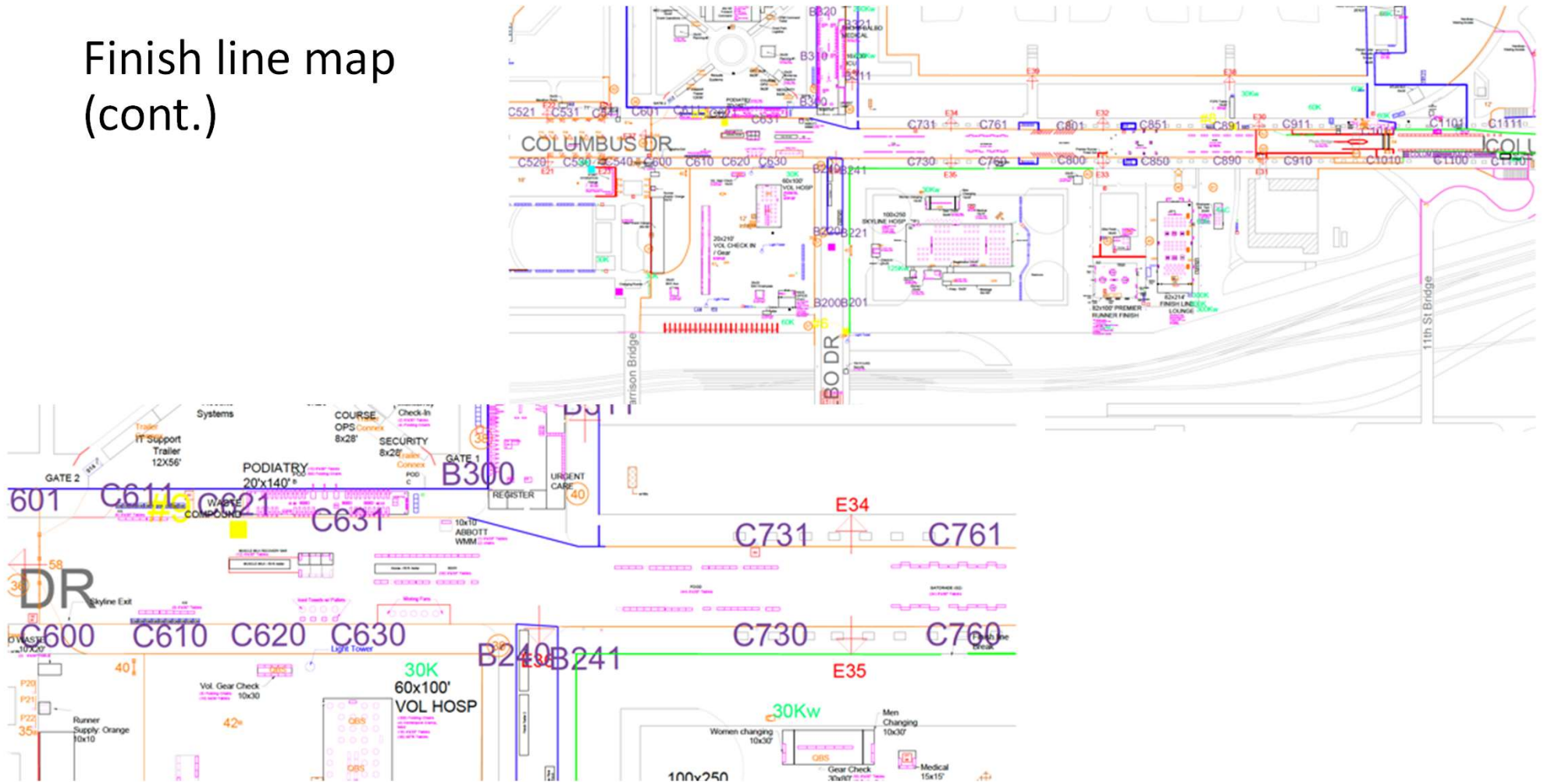
People movers - Runner Refresh

- In addition to the red zone people movers, teams of volunteer people movers will staff the buffer zones between the product distribution areas to keep runners from sitting, waiting, standing, lying or doing anything other than walking towards the next distribution zones. 2-3 volunteers should walk back and forth in the buffer zone (open space) and ask runners to continue moving north or if they are sitting, do they need medical attention. If they do not, ask them to move along. If a runner has cramps or needs medical attention, volunteers should ask the nearest medical team member to attend to the runner. If medical is not nearby, then the volunteers should look for the nearest person with a radio and they can call in the location/issue to command.
- If runners will not move through the zones then the volunteer should ask the security guards to assist or notify the nearest person with a radio.
- Runners are NOT allowed to sit or wait along the fence or in the open area, and are NOT allowed to walk back towards the finish line.

Finish line map



Finish line map (cont.)



Bottled water

- One bottle per runner
- Cut open the packaging but do not completely remove from the bottles.
- Volunteers should remain behind the tables and should not take water towards the finish line.
- Only open pallets of water when needed; do not remove the pallet wrap from every pallet.
- Water volunteers can assist medal and Gatorade volunteers if needed before the first finisher or between waves.
- Do not remove the pallet wrap unless all cases from the pallet will be used.



Finisher Medals

- Volunteers need to stay behind taped zones to allow runners to continue through the distribution zone.
- Each runner should ONLY receive one (1) Finisher's medal. If the runner's friend, family, kids, wife, grandmother or non-registered (no bib number) runner accompanies the Finisher through the zone they are NOT ALLOWED to take a finisher's medal.
- Volunteers are NOT allowed to take medals.
- Medals will be delivered to the park in cardboard boxes, and placed in 2 POD units, on the sidewalk one on each side of the street.
- The volunteers should remove the boxes as needed. Supervisors should monitor the distribution and inventory levels throughout the day.
- Instruct MarthonFoto photographers to remain in their photo boxes.



Finisher medals (cont.)

- Key volunteers and volunteers will unpack and prep the finisher's medals on Saturday before the walk through.
- The medal stands should be filled with medals and then covered with the pallet covers and secured with tape at the bottom.
- All empty bins and boxes should be returned to the POD for overnight storage.
- Approx. 45,000 medals will be delivered to the finish line PODS.
- Take inventory of unopened boxes in each POD at the end of the event.



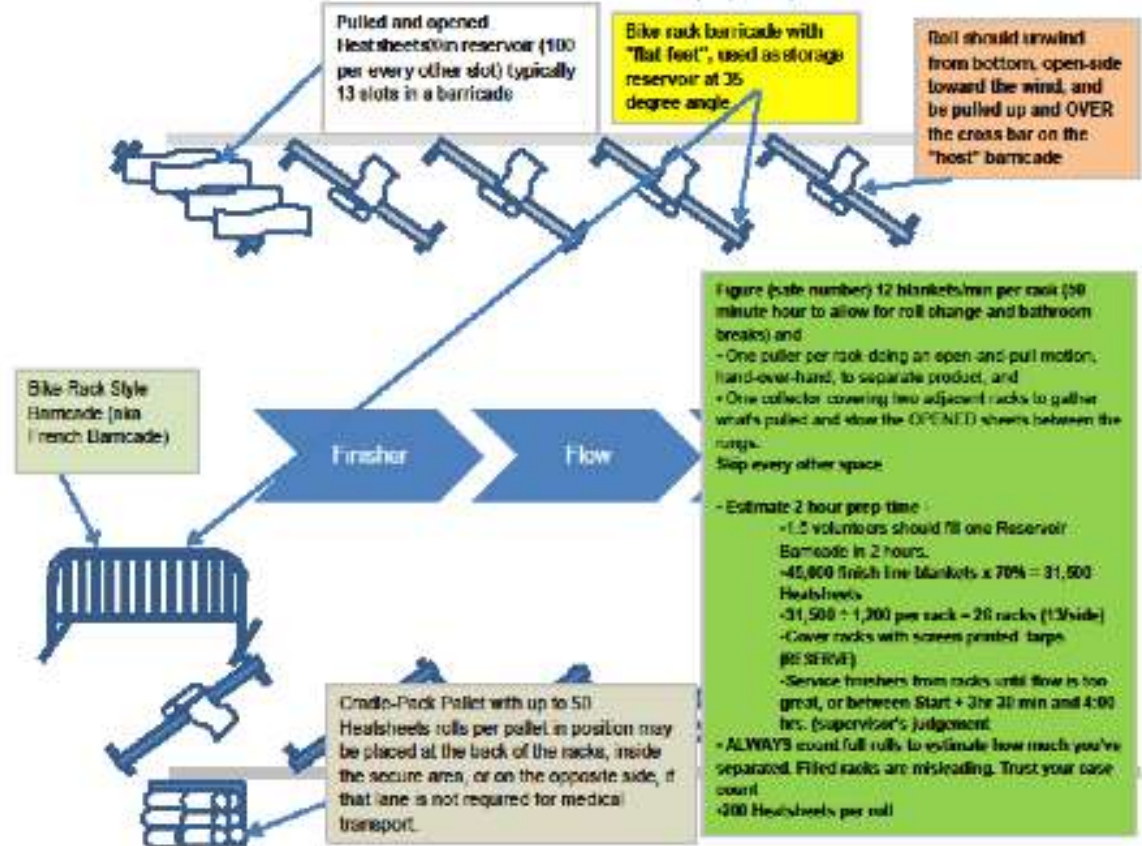
Heatsheets

- In the event of warm/hot weather, the Medical director will make the call to distribute the HS inside out (logo side facing the runners).
- The silver reflectivity of the blanket will assist in cooling the runners.
- Volunteers should remain next to the Heatsheet Barricades and not move towards the runners or into the center of the road.
- Volunteers should pull approx. 80% of the Heatsheets prior to 11:00 a.m.
- Instruct volunteers to offer each runner a Heatsheet sticker to close their HS around their shoulders or waist. The sticker allows them to pick up food/water without holding the Heatsheet.



Heatsheets (cont.)

BARRICADE AND RAPID UNWIND SET-UP FOR MAJOR EVENT (15,000+)



Gatorade

- Pour 3 or 4 layers of cups on each table.
- Fill each cup with approx. 4 ounces.
- Volunteers remain behind the tables.
- Use the three-table rotation system.
- Separate plastic, cardboard, cups and pallet wrap for recycling and waste disposal.
- Monitor inventory of cups and Gatorade concentrate throughout the event.
- Volunteers should direct runners to use the last (northern most) tables within the zone first!
- Have volunteers stand in front of the first 2 sets of tables until the back tables are depleted.



Finisher Food

- Set up a bag distribution at the start of finisher food. Participants should be offered a bag to carry items they are provided.
- Separate banana bunches and stack on the first four tables followed by apples (in boxes)
- Place remaining food items on tables; they are pre-not bagged.
- Allow runners to take one of each item.
- Replenish the bananas and food throughout the morning.
- At the conclusion of the event, consolidate food and re-palletize, stack all remain bananas into boxes and re-palletize.
- Bananas and cardboard boxes are compostable!
- Volunteers are not allowed to bring personal bags to the finish line – leave them in HVC.



Muscle Milk

- Muscle Milk Non-Dairy Protein Shakes will be served cold from a refrigerated semi trailer. The distribution tables will be setup under the 10'X10' pop up tents, each runner may receive one (1) bottle. Muscle Milk will provide staff to assist the volunteers in unpacking and distribution. Volunteers should remain behind the tables in the distribution area and not roam within the runner refreshment area distributing shakes.



Goose Island Beer

- Runners will be allowed one (1) Can of Goose Island Beer (Variety TBC)
- Runners are allowed to consume their beer inside the runner refresh area and the gear check areas but are not allowed to take beer into the family reunion area.
- Additional beers are available at the Post-Race Party.
- Goose Island will provide staff to setup and assist the volunteers with beer distribution
- All volunteers must be over 21 to serve beer. Volunteers are NOT allowed to consume beer while volunteering.
- Runners with a **YELLOW** circular dot on their bib are **UNDER 21** and are not allowed to receive beer.



Ice towels and ice bags

- The ice towels and ice bags will be set up immediately prior to the exit, the MarathonFoto backdrops will be immediately after the exit.
- Volunteers will bag 25,000 ice bags. Runners will grab ice bags from the ice tables.
- 25,000 ice towels are available if the weather is warm. Distribution will take place on the west side of the beer trailer.



Runner Refresh exit & photos

- Runners are not allowed to sit and recover between the finish line and exit structure.
- Once under the exit structure, the runners enter the Gear Check/MarathonFoto area and they are allowed to sit and relax after passing through the gear check areas. Runners should not be allowed to sit in the street or near the photo backdrops.
- The people mover teams, volunteers and supervisors should watch for sitting runners south of the exit.
- Ask them if they need medical attention. If they do not, ask them to continue moving to Gear Check and the Post-Race Party.
- Runners are not allowed to re-enter the Runner Refresh area once they exit.
- Friends and family are not allowed in the Runner Refresh or Gear Check areas.
- MarathonFoto will have 26 backdrops set up for photos and volunteers to direct runners and managing the lines.



Late finish

- Product (water, food bags, medals) for approximately 1,500 runners. Stage on the west sidewalk south of the finish line.
- Remove a-frames, LAS barricades and chain link fence for access to the sidewalk. Install wheelchair access ramp at the curb.
- Congratulate the runners and instruct them to continue on the sidewalk past the Red Zone where they can re-enter the chute.



Volunteer post-finish roles

- All tables stacked against the curb.
- Product consolidated and wrapped with pallet wrap
- All equipment and tools returned to appropriate pallets or OPS Compound

Volunteer roles:

- Heatsheets Volunteers – Branded snow fence south of the finish line and Final Approach
- Medals Volunteers – Inventory medals, sponsor A-Frames & signs near the finish line
- Gatorade Volunteers– LAS barricade sponsor signs @ the finish line
- Water Volunteers – LAS barricades & Emergency ExitsSigns
- Food Volunteers – Flags, L Poles, and other signage
- Return all signs and banners to the branding POD #907 (light pole C891)



Sustainability

Stationed at all recycle/compost/trash collection points to monitor and assist runners in selection of appropriate waste stream.

- **Recycling:** Plastic bottles (water, Gatorade), Muscle Milk, 312 beer cans, Gatorade jugs (empty) and dry cardboard
- **Composting:** Banana peels, Gatorade cups, apple cores and other food waste (no food wrappers), paper towels, and wet cardboard
- **Stretch wrap recycling:** Sidekicks attached to fencing near water/food, outer wrapping of water bottle cases, stretch wrap from skids and Green Team collects bags
- **Heatsheet recycling:** Separate bins for collection and Green Team collects bags
- **Zero Waste Station Tents** (located post Runner Refresh): all items listed above plus TerraCycle collection for plastic food wrappers



Pre-shift instructions

- Provide volunteer groups instructions and demonstrations.
- Remind them to be aware of their surroundings.
- See Something, Say Something!
- Point out evacuation gates and locations.
- Remind them of their post-finish roles (clean-up).
- All lost and found – take to information tents (near red/blue gear check)
- Encourage them to have FUN!





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Safety and security

Emergency Action Plans

- Listen for instructions over the radio and PA!
- Look for changes to the EAS Flags.
- Evacuation location – Hilton Hotel on Michigan lobby, exit via Balbo or the 9th Street Bridge.
- Provide instructions to runners and volunteers, remain calm and proceed toward Michigan Ave or shelter in place depending on situation.

Personal belongings

- Volunteers, event staff and vendors are strongly discouraged from bringing bags or personal items with them on race day.

Unattended packages

- If you see an unattended / suspicious bag or package, follow the three “C’s.”
- 1) Claim; 2) Cop; 3) Call: If there isn’t a cop near by, call (312.620.1210)/ If you cannot reach this number after two attempts, call 9-1-1.

Safety program overview

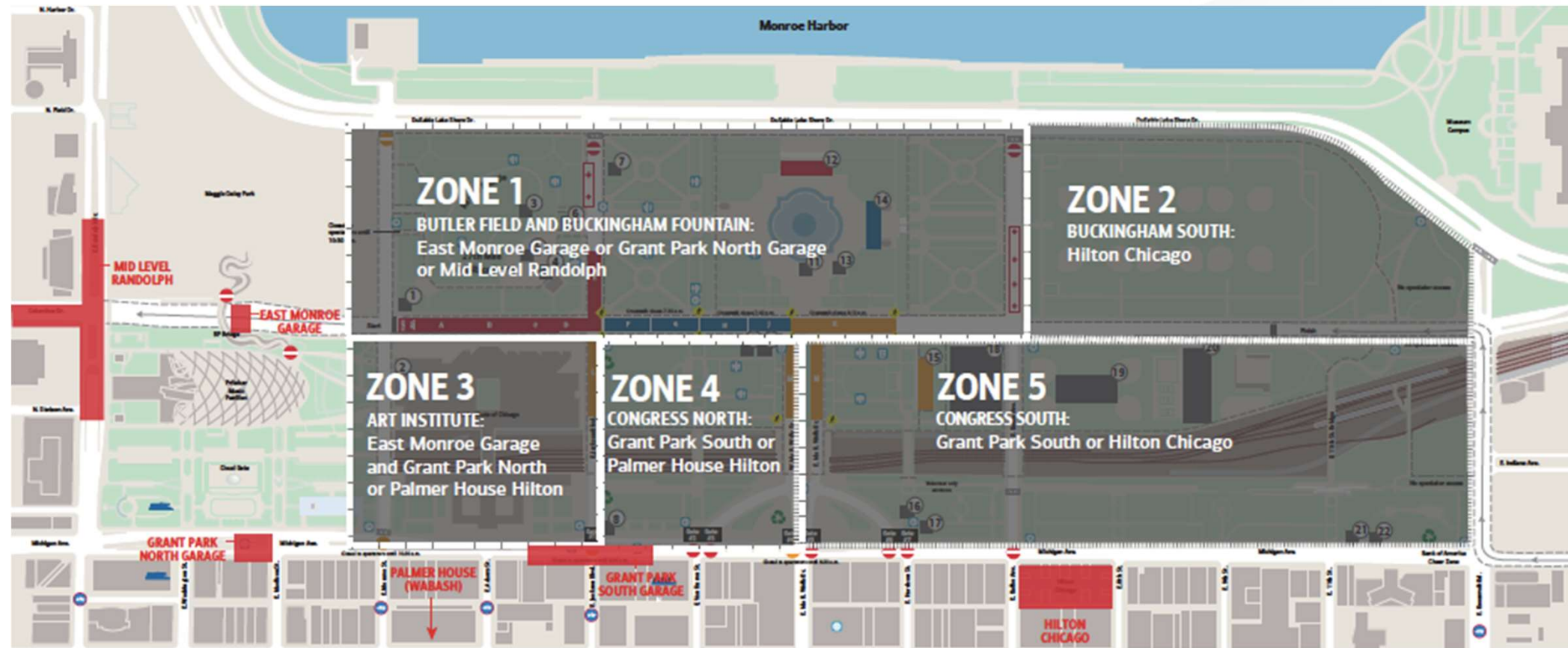
Safety team includes:

- Safety manager
- Designated safety coordinator

Safety coordinators will be focused on:

- **Personal preparedness equipment (PPE)**
 - Event staff and volunteers are wearing necessary safety equipment including Fall protection harness and use helmets when working under elevated heights, safety vests, etc. for their role
- **Forklift safety & Pedestrian Interaction**
 - Forklift operators drive at appropriate speeds, use horn, wearing seatbelts, using lights, drive in reverse when transferring full loads, especially in congested areas with workers and/or volunteers
- **Environmental safety**
 - Supply and equipment storage, to prevent a slip, trip and/or fall, secure overhead structures, secure fencing, etc.

Grant Park evacuation zones



Evacuation roles and resources

Roles

- *Captain*
 - Facilitate the evacuation process for event area
 - Identify appropriate shelter location based on GP Zone
 - Designate personnel for additional emergency roles
- *Co-captain*
 - Lead the evacuation process to the appropriate shelter location
 - Responsible for wearing the fluorescent vest and leading the team to the shelter
 - Responsible for holding signage for 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
- Grant Park emergency shelter checklist & map
- Yellow Shelter Sign/stick
- Fluorescent vest(s)
- Bullhorn(s)
- Emergency evacuation lollipop(s) (or other signage)

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

