



BANK OF AMERICA
**Chicago
Marathon®**

EVENT PREPARATION MEETING

SEPTEMBER 24, 2022

BANK OF AMERICA CHICAGO MARATHON

The Bank of America Chicago Marathon annually welcomes thousands of participants, including a world-class elite field, top regional and Masters runners, race veterans, debut marathoners and charity participants. The race's iconic course takes runners through 29 vibrant neighborhoods on an architectural and cultural tour of Chicago.

Race date | Sunday, October 9, 2022

By the numbers | **12,000+** Charity participants, **10,000+** International participants, **10,000** Race weekend volunteers, **1.7** Million spectators and participants and volunteers from all **50** Chicago wards

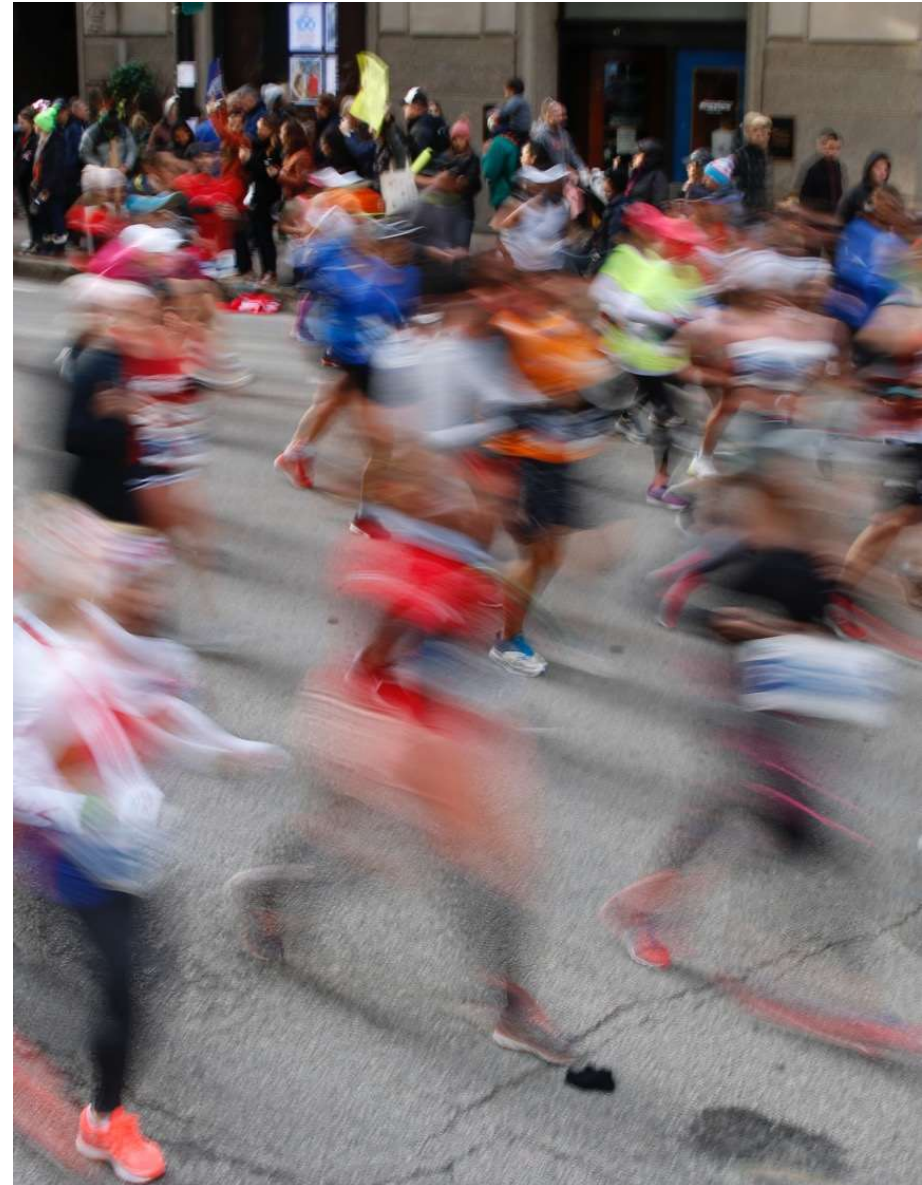


STRATEGIC INITIATIVES

The Chicago Event Management team has identified three strategic initiatives as guides for decision making behind our events. It is our hope that these initiatives lead to an enhanced race experience for our participants, volunteers, event staff and spectators.

1 | LEADERSHIP

As the event producer, we make our best effort to provide you with the information necessary to be successful in your race day role. As a leader within the event, we look to you to ensure that the information you receive is shared with your team in advance of the race and reinforced throughout race weekend.

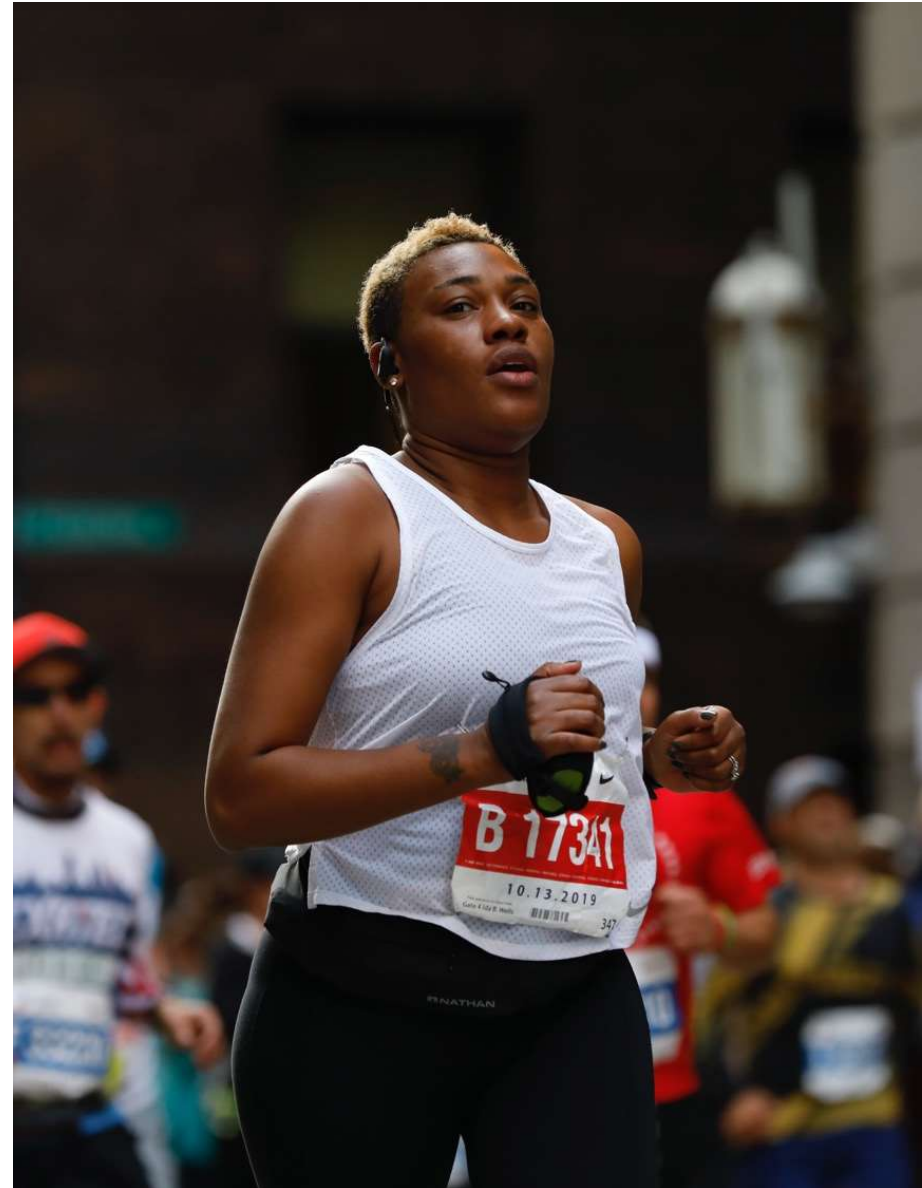


2 | SAFETY

In your event role, it is critical that you remain aware of your environment and the individuals you are working with, as well as supporting. Whether it is an operational element or a participant emergency, being prepared and ready to assist will lead to a safer and more secure event.

3 | CUSTOMER EXPERIENCE

As someone who is on the front line, your performance can lead to a positive experience for the individuals you are interacting with. Whether it is a runner who has trained for this moment or a volunteer who is dedicating their time to help, we hope that you will do what is necessary to ensure that the expectations of their experience are met.



EVENT HEALTH POLICY

The following health and safety procedures have been put in place to help create a safe environment race weekend. All attendees are encouraged to review and follow safety procedures described below.

- If you have tested positive or been exposed to someone who has tested positive for COVID-19 within 10 days of the event, please do not participate in or attend the event until you have met all recommendations by the Centers for Disease Control and Prevention (CDC) regarding quarantine and isolation.
- If you feel sick or experience symptoms of COVID-19 (e.g., a fever of 100.4F or higher, cough, shortness of breath or difficulty breathing, chills, repeated shaking, muscle pain/achiness, headache, sore throat, loss of taste or smell, nasal congestion, runny nose, vomiting, diarrhea, fatigue or any other symptoms associated with COVID-19 identified by the Centers for Disease Control and Prevention) you should self-isolate and not participate in event activities or enter event venues while symptomatic. We encourage individuals experiencing symptoms associated with COVID-19 to get tested and consult a medical professional for additional guidance.
- All attendees must adhere to local and state COVID-19 guidelines and mandates as of the event date.
- Please follow best practices on personal hygiene, including regular handwashing (vigorous handwashing with water and soap for 20 seconds or application of hand sanitizer consisting of at least 60% alcohol), avoiding touching the eyes, mouth or nose, and covering your mouth and nose when coughing or sneezing.
- Individuals who are considered “high risk,” which includes but is not limited to underlying cardiac and pulmonary conditions as well as individuals with immunocompromised states, should consult with their physician and/or reconsider attending or participating in the event.

EVENT STAFF CHECK-IN

Race Office

All event staff, vendors and Forward Command attendees must check-in at the Race Office to pick up event-issued credential and assigned items.

Day	Date	Hours
Harrison Volunteer Compound, Balbo Ave. between Michigan Ave. and Columbus Dr.		
Wednesday	October 5	8 a.m. – 5 p.m.
Thursday	October 6	6 a.m. – 6 p.m.
Friday	October 7	6 a.m. – 6 p.m.
Saturday	October 8	4 a.m. – 2 p.m.
Sunday	October 9	3 a.m. – 2 p.m.

Expo

All event staff must check-in at the Expo Volunteer Check-in in order to receive their event-issued credential.

Day	Date	Hours
McCormick Place, Lakeside Center		
Tuesday	October 4	8 a.m. – 5 p.m.
Wednesday	October 5	8 a.m. – 5 p.m.
Thursday	October 6	9:30 a.m. – 6:30 p.m.
Friday	October 7	7:30 a.m. – 6:30 p.m.
Saturday	October 8	7:30 a.m. – 6:30 p.m.

KEY VOLUNTEER CHECK-IN

Advanced check-in is not available for key volunteers. Please report to your respective check-in location by your shift start time.

Abbott Health & Fitness Expo key volunteers

Health & Fitness Expo Volunteer Check-in

McCormick Place, Lakeside Center

Course key volunteers

Report directly to your aid station or course marshal neighborhood and check-in with your manager over radio.

Grant Park key volunteers & Medical Volunteers

Harrison Volunteer Compound, Key Volunteer Check-In tent

Enter at Gate 7 and follow signage to the volunteer security screening



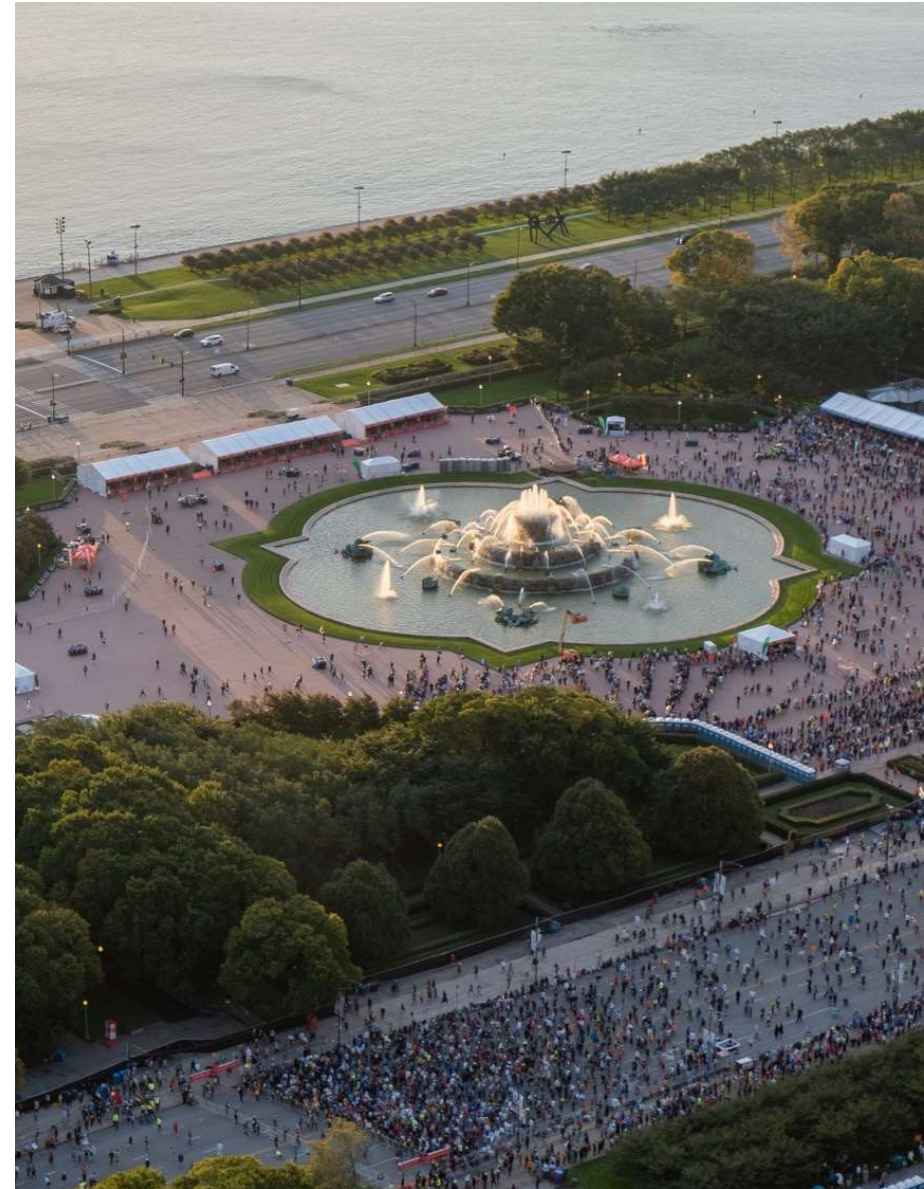
NEW IN 2022

Course Changes

The 2022 Bank of America Chicago Marathon and 2022 Abbott Chicago 5K feature changes to the course route. Updates were made strategically to ensure the distance/accuracy of the course route, as well as enhance the event experience and the safety of runners on course.

Abbott Health & Fitness Expo Expanded Hours

The Abbott Health & Fitness Expo will take place over three days this year. The Health & Fitness Expo will kick off at 11 a.m. CT on Thursday, October 6. In the past, the Expo has taken place on Friday and Saturday only.



SCHEDULE OF EVENTS

Abbott Health & Fitness Expo | McCormick Place, Lakeside Center

Thursday, October 6: 11 a.m. – 6 p.m.

Friday, October 7: 9 a.m. – 6 p.m.

Saturday, October 8: 9 a.m. – 6 p.m.

Abbott Chicago 5K | Grant Park, Saturday, October 8

5:30 a.m. – 9:30 a.m.

7:30 a.m. Abbott Chicago 5K start

Bank of America Chicago Marathon | Grant Park, Sunday, October 9

2 a.m. Grant Park opens to vendors and event staff

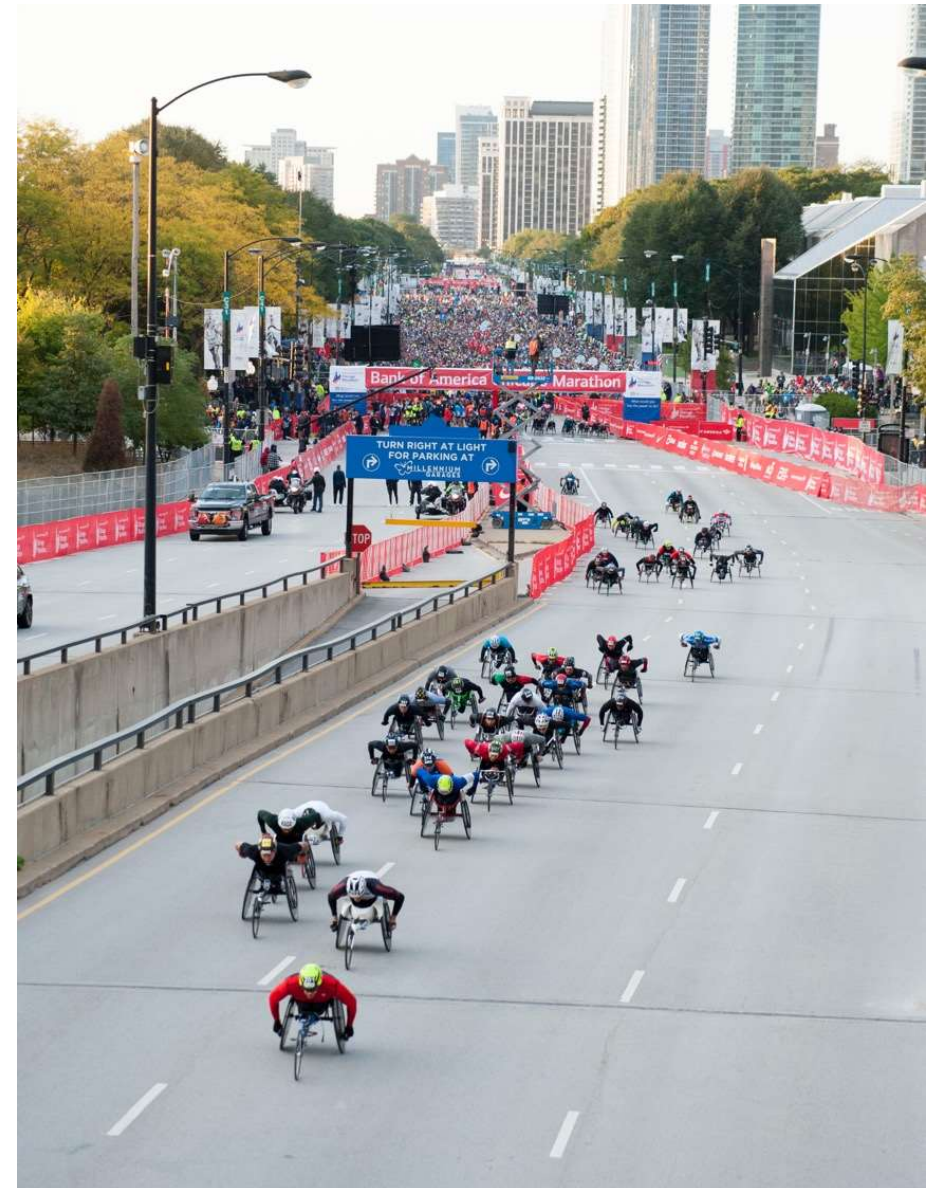
3 a.m. – 2 p.m. Race office, Event staff and key volunteer
credential pick-up

3:30 a.m. Volunteer check-in begins



SCHEDULE OF EVENTS

5:30 a.m.	Grant Park opens to participants
5:30 a.m. – 4 p.m.	Finish Line Lounge hours
6 a.m. – 4 p.m.	Media Center hours
7:00 a.m.	Race broadcasts begin
7:20 a.m.	Wave 1 Start Corrals close
7:20 a.m.	Elite wheelchair start (men)
7:21 a.m.	Elite wheelchair start (women)
7:23 a.m.	Handcycle start
7:30 a.m.	Wave 1 start
7:45 a.m.	Wave 2 Start Corrals close
8:00 a.m.	Wave 2 start
8:10 a.m.	Wave 3 Start Corrals close
8:35 a.m.	Wave 3 start



SCHEDULE OF EVENTS

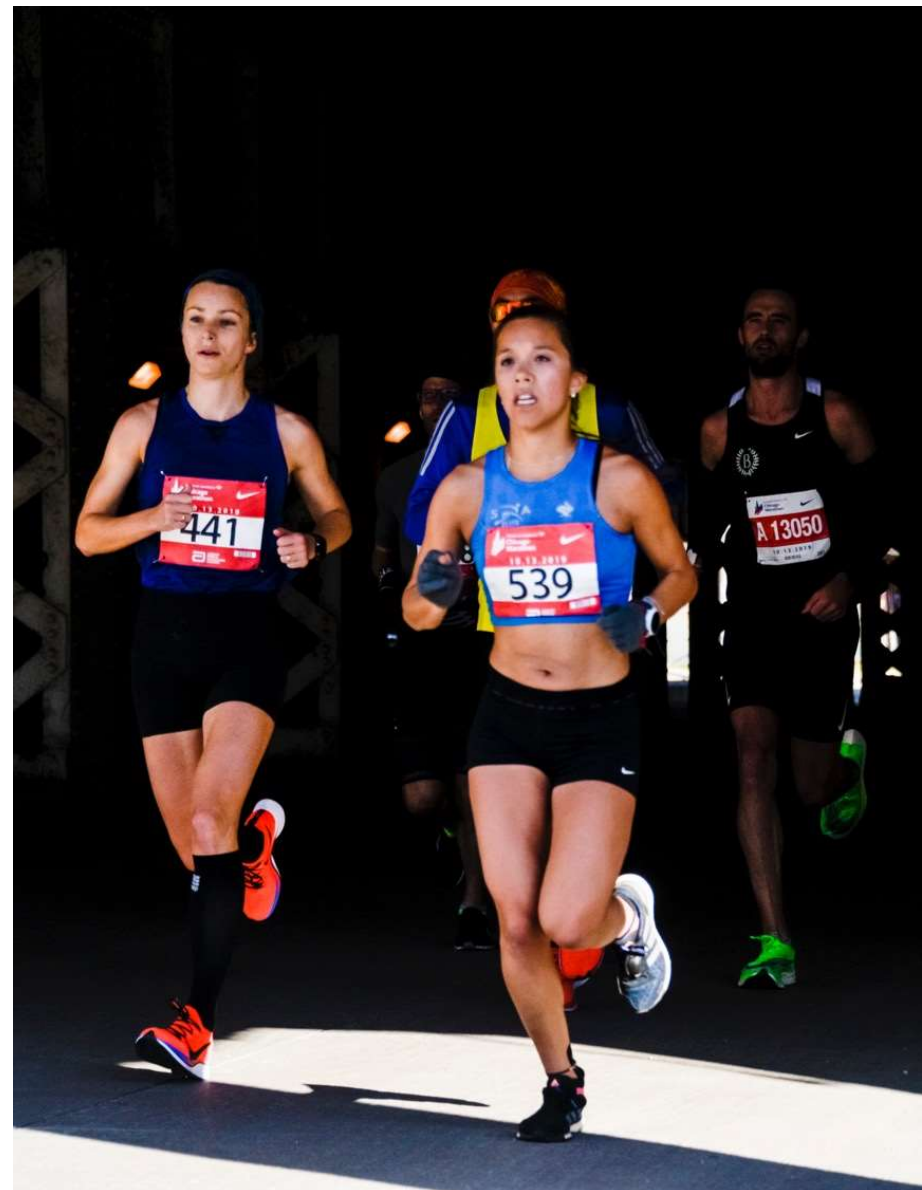
8:45 a.m.	Wheelchair men's champion finish (approx.)
9:00 a.m.	Wheelchair women's champion finish (approx.)
9:30 a.m. – 4 p.m.	27th Mile Post-Race Party
9:30 a.m.	Spectator access to Grant Park begins
9:35 a.m.	Overall men's champion finish (approx.)
9:50 a.m.	Overall women's champion finish (approx.)
11:00 a.m.	Race broadcasts end
11:30 a.m.	Bell curve begins at the finish line
3:30 p.m.	Bell curve ends at the finish line
4:00 p.m.	Gear check closes
4:00 p.m.	Grant Park closes to participants and spectators
5 – 7 p.m.	Lost & Found post-race hours Hilton Chicago (enter off 8th Street)



PARTICIPANT SCREENING

Prior to entering Grant Park on race day, participants must pass through one of six designated security and bag screening entrance gates located off Michigan Avenue. Their event-issued bib number must be fastened to their front outer layer of clothing and visible to security personnel to enter Grant Park.

All bags will be screened by security personnel. Personal bags (backpacks, luggage, etc.) will not be permitted; all participants must use the clear plastic event-issued participant bag for gear. Camelbaks® and any type of hydration backpack are not permitted. For the avoidance of doubt, fuel belts and hand-held water bottles are allowed. Please be aware you may be asked to empty the contents of these containers before entering Grant Park. Participants who opt not to check gear and are not carrying a bag can access Grant Park through designated express security lanes.



WAVE 1 (RED)

Red Gear Check

Start corrals: A, B, C, D and E

Suggested arrival time: 5:30 a.m.

Suggested entrance gates

Start Corral A: Entrance Gate #5 - Ida B. Wells

Start Corral B: Entrance Gate #4 - Ida B. Wells

Start Corral C: Entrance Gate #3 - Van Buren

Start Corral D: Entrance Gate #2 - Van Buren

Start Corral E: Entrance Gate #1 - Jackson

Start corrals close: 7:20 a.m.

Race start: 7:30 a.m.



WAVE 2 (BLUE)

Blue Gear Check

Start corrals: F, G, H and J

Suggested arrival time: 6 a.m.

Suggested entrance gates

Start Corral F: Entrance Gate #4 - Ida B. Wells

Start Corral G: Entrance Gate #5 - Ida B. Wells

Start Corral J: Entrance Gate #3 - Van Buren

Start Corral H: Entrance Gate #3 - Van Buren

Start corrals close: 7:45 a.m.

Race start: 8 a.m.



WAVE 3 (ORANGE)

Orange Gear Check

Start corrals: K, L, M and N

Suggested arrival time: 6:30 a.m.

Suggested entrance gates

Start Corral K: Entrance Gate #6 – Harrison

Start Corral L: Entrance Gate #5 – Ida B. Wells

Start Corral M: Entrance Gate #6 – Harrison

Start Corral N: Entrance Gate #5 - Ida B. Wells

Start corrals close: 8:10 a.m.

Race start: 8:35 a.m.



GRANT PARK

Information Tents:

- Buckingham Fountain
- Columbus Dr. & Ida B. Wells
- Michigan & Jackson
- Michigan & Harrison
- Michigan & 11th
- 27th Mile Post-Race Party / Butler Field

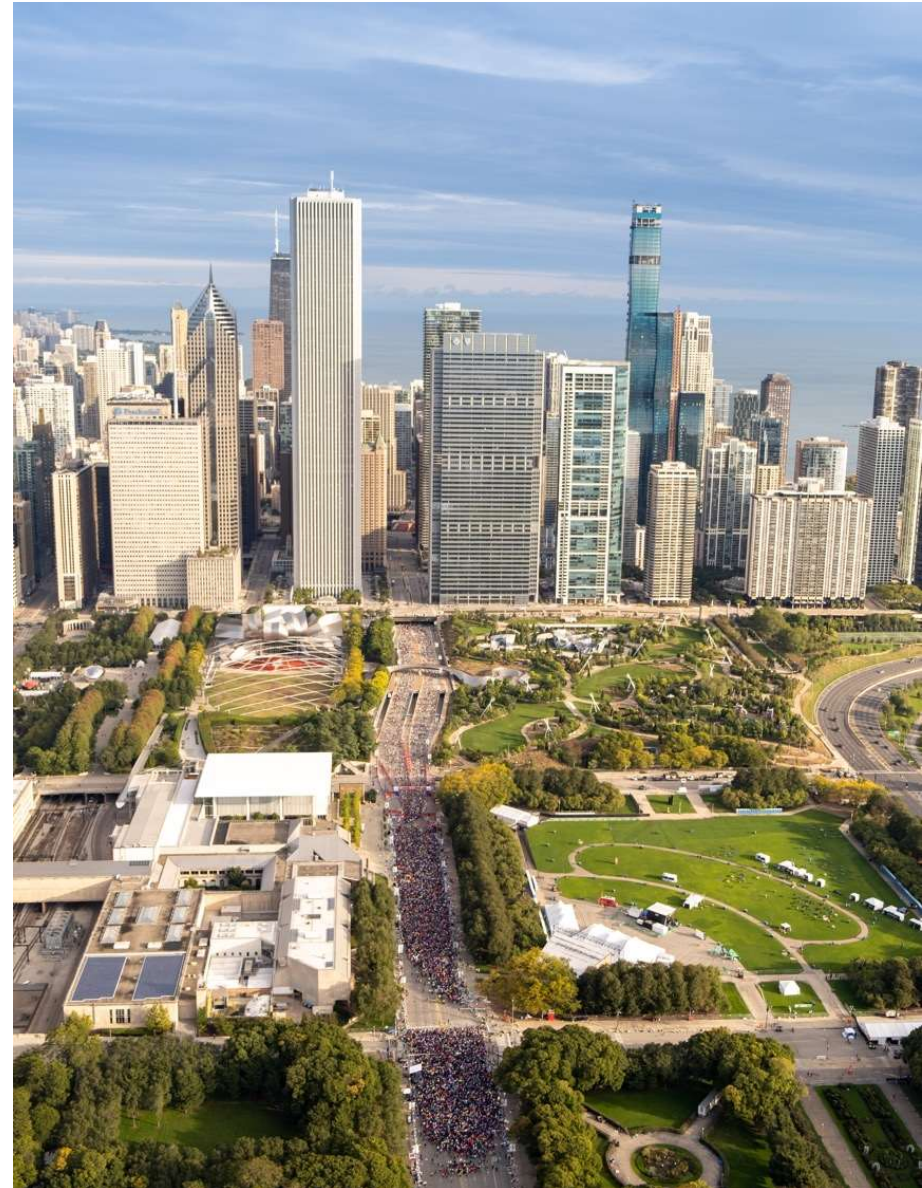
Hospitality Venues

- Skyline Lounge – Ticketed venue for participants and spectators
- Finish Line Lounge – Ticketed venue for invited guests

Harrison Volunteer Compound

- Race Office/Event Staff Check-In
- General Volunteer, Medical Volunteer & Key Volunteer Check-In

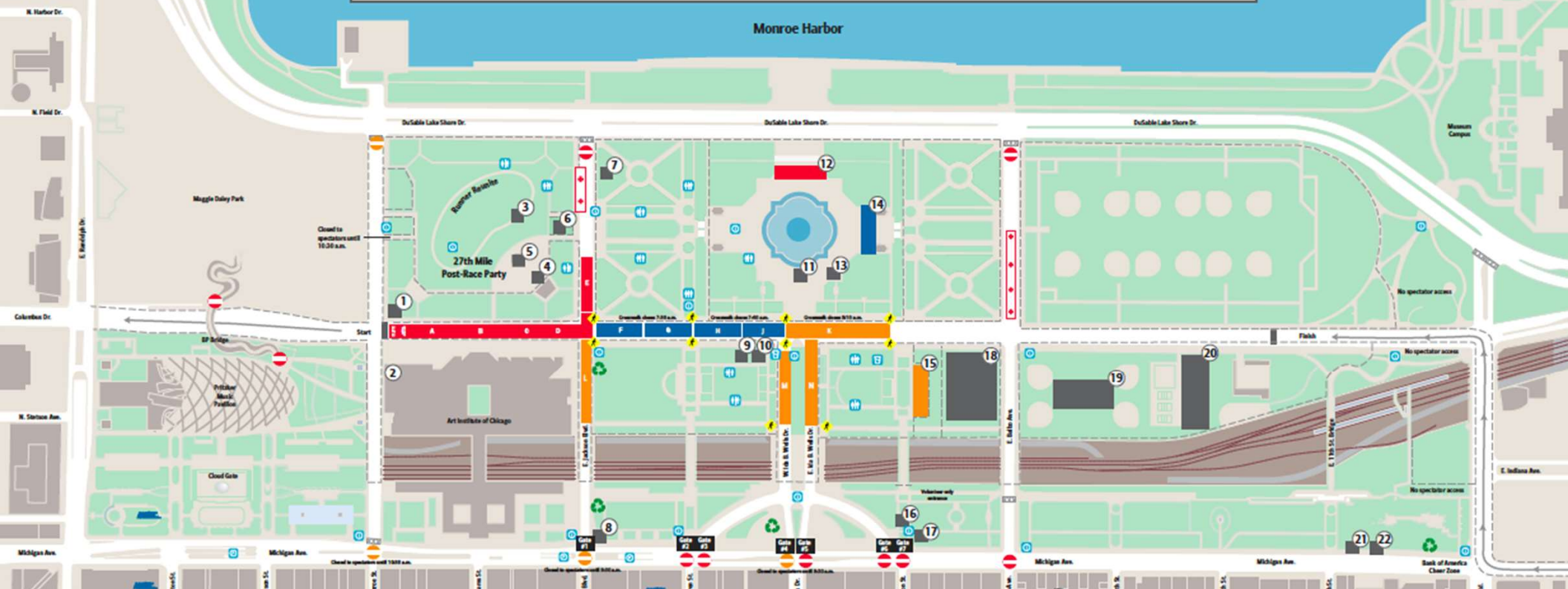
No spectator finish line access





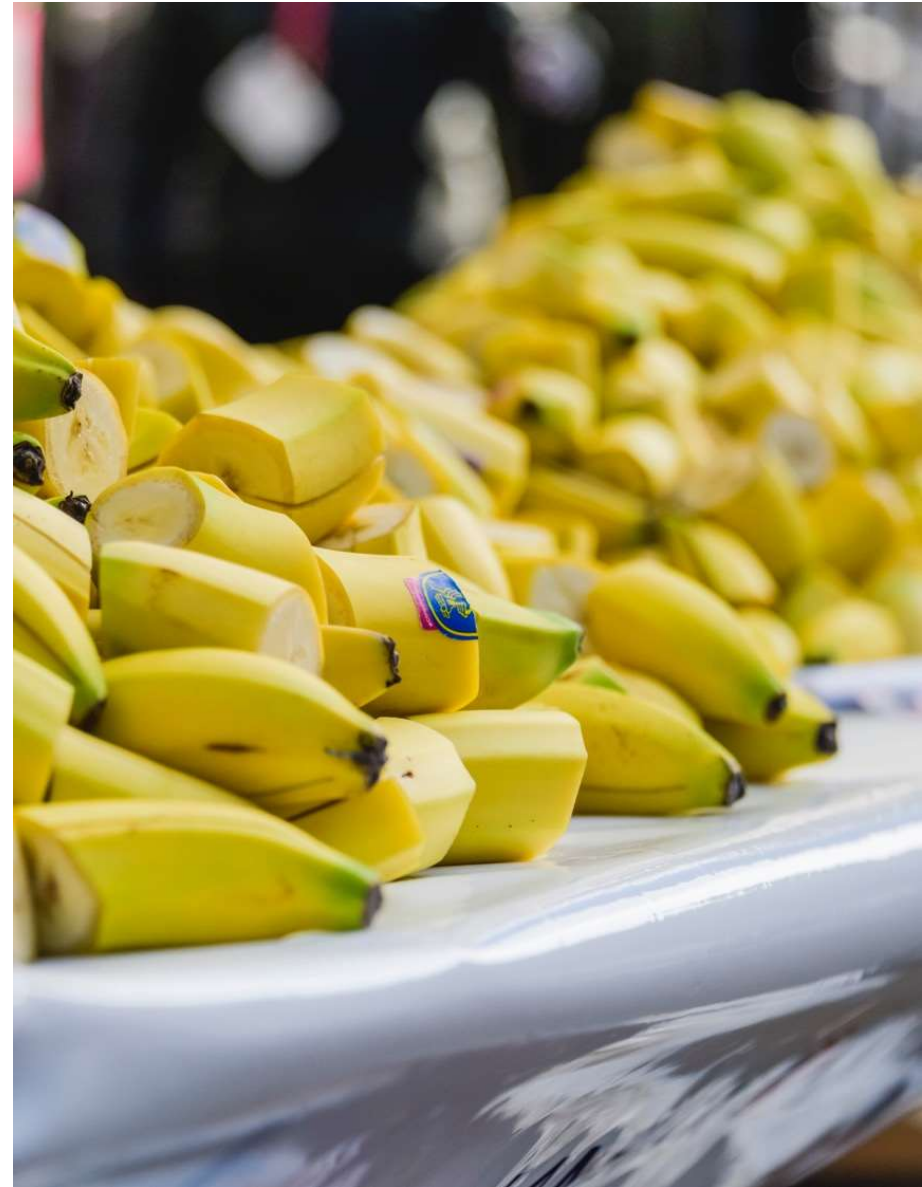
Grant Park Start/finish map October 9, 2022

- | | | |
|---|---|--------------------------------|
| 1 Start Stage | 9 Information Tent | 16 City Scent flowers & gifts |
| 2 Athletes with Disabilities Start Area | 10 City Scent flowers & gifts | 17 Information Tent |
| 3 City Scent flowers & gifts | 11 Information Tent | 18 Harrison Volunteer Compound |
| 4 American Development Tent | 12 Red Gear Check | 19 Skyline Hospitality |
| 5 Post-Race Party Stage | 13 Athletes with Disabilities Finish Tent | 20 Finish Line Lounge |
| 6 Information Tent | 14 Blue Gear Check | 21 Information Tent |
| 7 American Red Cross | 15 Orange Gear Check | 22 City Scent flowers & gifts |
| 8 Information Tent | | |



SUSTAINABILITY

Incorporating environmentally and socially responsible practices is an important part of the operational planning, preparation and execution of the Bank of America Chicago Marathon. In 2018, the Bank of America Chicago Marathon was named an Evergreen Inspire certified event by the Council for Responsible Sport in recognition of our sustained commitment to environmental stewardship and social responsibility. We ask that you join us race weekend as we continue our efforts to be a more sustainable event.



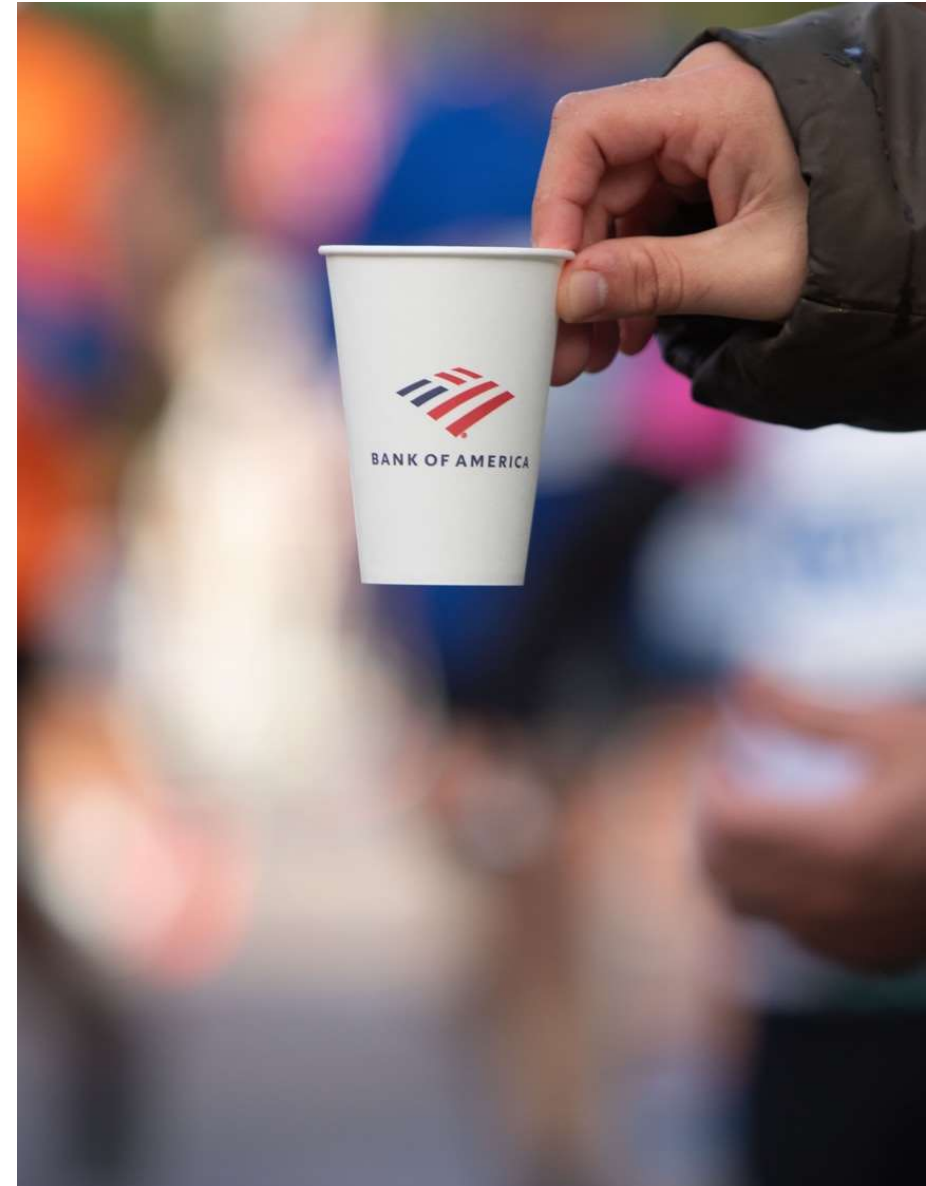
COURSE AID STATIONS

20 Aid stations are located along the course approximately one to two miles apart. Each aid station includes the following amenities in this order:

- Medical tent
- Access to a Runner Transport vehicle
- Toilet facilities
- Gatorade Endurance Formula (lemon-lime)
- Water
- Public address announcer

Other aid station amenities

- Gatorade Endurance Energy Gels (Aid Station 10 and 14)
- Bananas (Aid Stations 15 – 18)
- Biofreeze Relief Zone (Mile 21.2)



EVENT ALERT SYSTEM

The color-coded Event Alert System (EAS) will communicate the status of race conditions leading up to and on race day. EAS levels range from Low (Green) to Moderate (Yellow) to High (Red) to Extreme (Black) based primarily on weather, as well as other conditions. Familiarize yourself with the Event Alert System prior to race day, remain alert for directions from race officials, announcers and group leaders, and take precautions to prepare properly for varying conditions on race day.

ALERT LEVEL	EVENT CONDITIONS	RECOMMENDED ACTIONS
EXTREME	EVENT CANCELLED/EXTREME AND DANGEROUS CONDITIONS	PARTICIPATION STOPPED/FOLLOW EVENT OFFICIAL INSTRUCTION
HIGH	POTENTIALLY DANGEROUS CONDITIONS	SLOW DOWN/OBSERVE COURSE CHANGES/FOLLOW EVENT OFFICIAL INSTRUCTION/CONSIDER STOPPING
MODERATE	LESS THAN IDEAL CONDITIONS	SLOW DOWN/BE PREPARED FOR WORSENING CONDITIONS
LOW	GOOD CONDITIONS	ENJOY THE EVENT/ BE ALERT

EVENT ALERT SYSTEM

	Expo	Start/finish	Course
Flyers	Exhibitors, participants, volunteers		
Signage	Info towers	Info towers , LED boards	LED boards
EAS flags	Expo hall	Start line, Info tents, Gear check, volunteer compound	(20) Aid stations
Inflatable tubes		7 Grant Park entrances	
Credentials	Volunteers, staff, exhibitors	Volunteers, staff	Volunteers, staff
P.A. scripts	Main stage	Start/finish line, 27.2 Mile Post-Race Party, Volunteer compound, Gear check tents	(20) Aid stations Course activations

EMERGENCY PLANNING

Contingency plans have been developed to manage an unplanned event.

Race organizers work closely with the City of Chicago, Chicago Police Department, Chicago Fire Department, the Office of Emergency Management and Communications, state and federal partners to ensure the safety of everyone involved in the Chicago Marathon.

If an incident should occur, please look to your areas coordinator for instructions.

In the event an emergency should occur, specific instructions will be provided from Forward Command through the following channels:

- HAM radio operators
- Dispatch

Communication to participants/volunteers is key to maintaining order.

PUBLIC SAFETY

Maintain awareness at all times.

Stay alert and be safe.

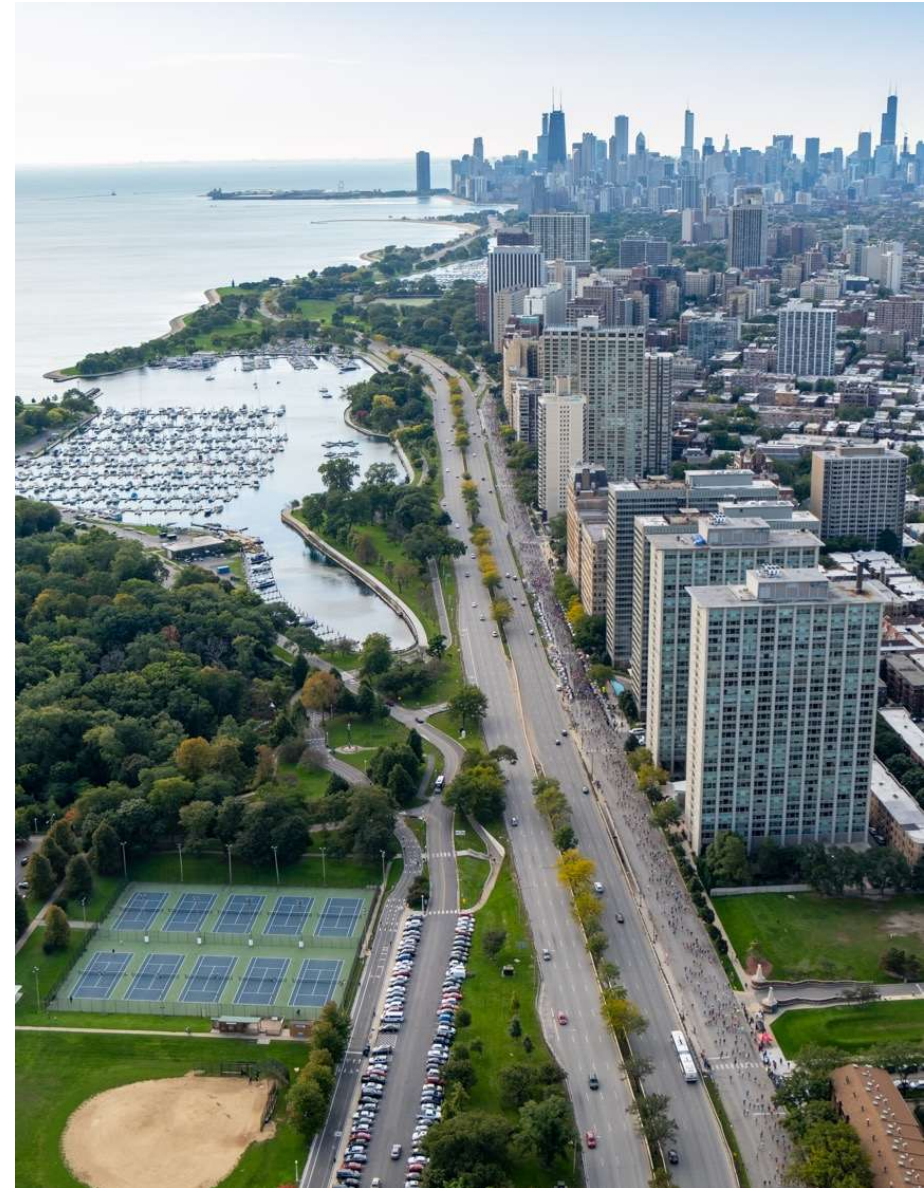
If you see something, say something.

Unattended Package

If you see an unattended bag or package, follow the three “C’s.”

- Claim: Ask if anyone in the area claims the item. If no one claims it, then go to the next step
- Cop: Tell the nearest police officer about the bag. If there isn’t a police officer nearby, then go to the next step
- Call: If there isn’t a police officer is nearby, call (312.781.6415). If you cannot reach this number after two attempts, call 9-1-1

Do not touch package or attempt to move the package. Quietly move people away from package without causing a disruption or panic.



PUBLIC SAFETY

Active Threat

If an active threat is in your vicinity, follow the steps below:

- Run: Have an escape route and plan in mind, leave your belongings behind and keep your hands visible
- Hide: Hide in an area away from the threat, block entry to your hiding place and silence your mobile devices
- Fight: As a last resort, and only when your life is in imminent danger, act. Attempt to neutralize the threat.

Call 9-1-1 when it is safe to do so.

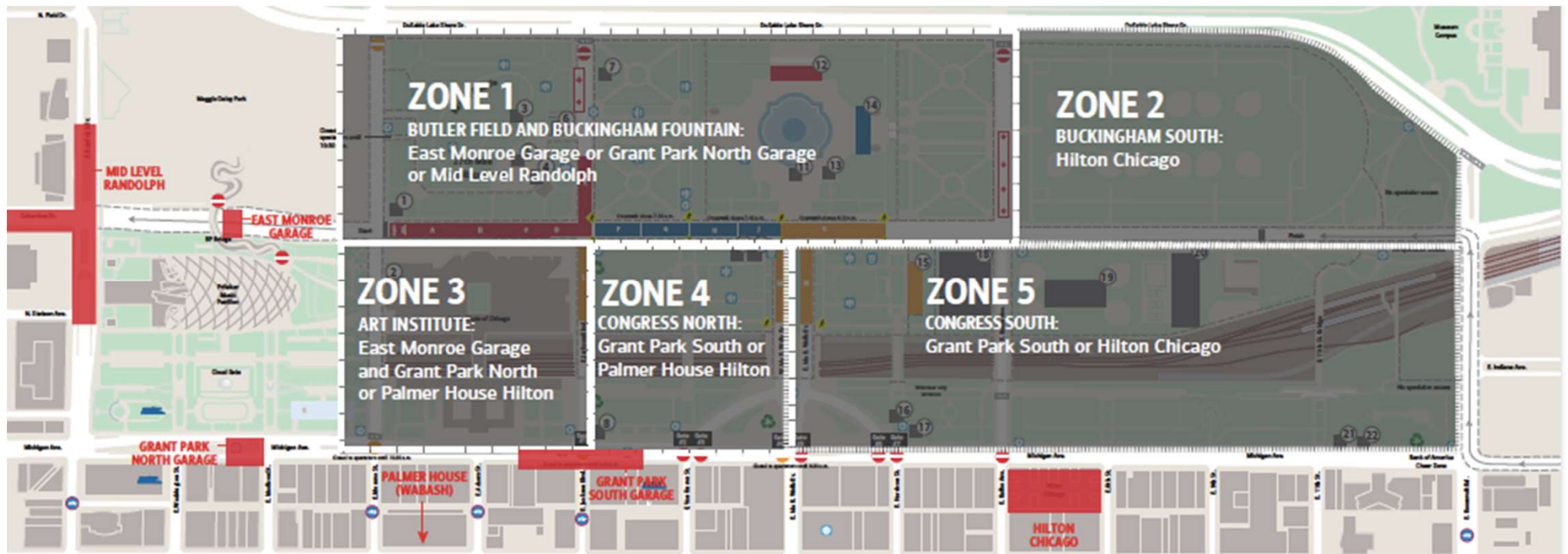
Provide law enforcement or 9-1-1 operator the following information:

Location of the active threat, physical description of those involved, number and type of weapons, if applicable and number of potential victims at the location



EVACUATION PLANS

Follow the directions of the Chicago Police Department (CPD) and/or event organizers. Event organizers will issue instructions to race officials (aid station captains/leaders, zone managers, etc.) through the radio dispatch team in the Forward Command facility. Follow the directions of the Chicago Police Department or event organizers. If you are in immediate danger, evacuate to a safe location.



PERSONAL SAFETY

Only use equipment that you have been licensed for or cleared to drive/operate.

Forklift operators must have training and be certified.

All vehicle drivers must have DMV driving record checked.

Wear seatbelts and use established safety guidelines when traveling in vehicles. Be aware of pedestrians and other traffic.

Use caution in low light conditions (i.e., early race morning), around moving vehicles and high traffic areas.

Use proper personnel protection equipment (i.e., high visibility vests) as required per assignment. Dress accordingly for weather and your specific assignment.

Event staff and volunteer safety is paramount: Call 9-1-1 with serious injuries, visit nearest aid station/course medical facility or one of two the Grant Park medical facilities (Balbo or Jackson). Report all injuries to your supervisor.

MEDICAL

Medical support is available at 22 on-course locations: medical tents are located at all 20 aid stations and additional medical tents are located between Mile 14 and Mile 15 and in the final mile. Medical tents are indicated by tall, red, blade signs with the medical icon. Each medical tent is staffed by a team of medical professionals, is equipped with emergency and first aid supplies and has access to ambulance service.

In Grant Park, the Main Medical Tent, Podiatry Tent and Ice Station are located directly beyond the finish line. An additional medical tent is in Grant Park adjacent to the 27th Mile Post-Race Party. For the safety of all participants, volunteers and event staff, only those requiring medical assistance may access the medical facilities.



MEDICAL

Overall goal: Patient stabilization Immediate ALS response

Emergency & sport medicine doctors

Scope

- All participants – course and finish area spectators
- Private EMS will respond to spectator medical emergencies
- Only a handful of spectator medical emergencies historically

Attending Physicians

ATC

DPM

Medical Massage

Health Care Students

Laboratory Technicians

Hams

PT

Residents

RN/NP

PA

Runner Transport Team

Spotter Tower Volunteers

Medical Logistics

MPTS/Medical Records



MEDICAL

Grant Park

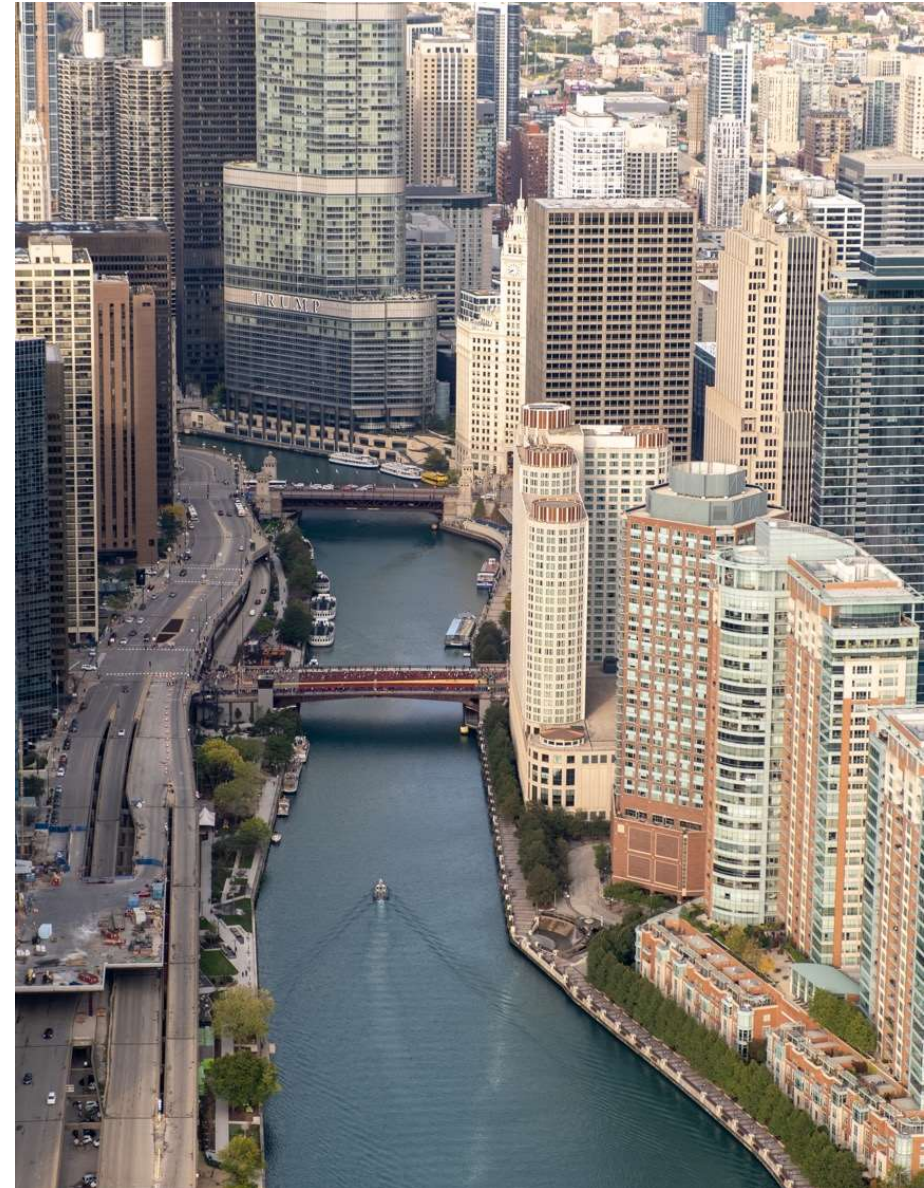
- Finish line code team; pre-finish line team
- Start line teams
- Medical facilities: Balbo Medical Tent & Jackson Medical Tent

Course

- One medical facility at each aid station (20) on course
- Course medical facilities: Laflin Medical Tent & Indiana Medical Tent

HAM Operators

- The Ham teams provide two lines of communication back to Forward Command: Medical dispatch and emergency medical traffic to Superior Ambulance and medical non-emergency traffic



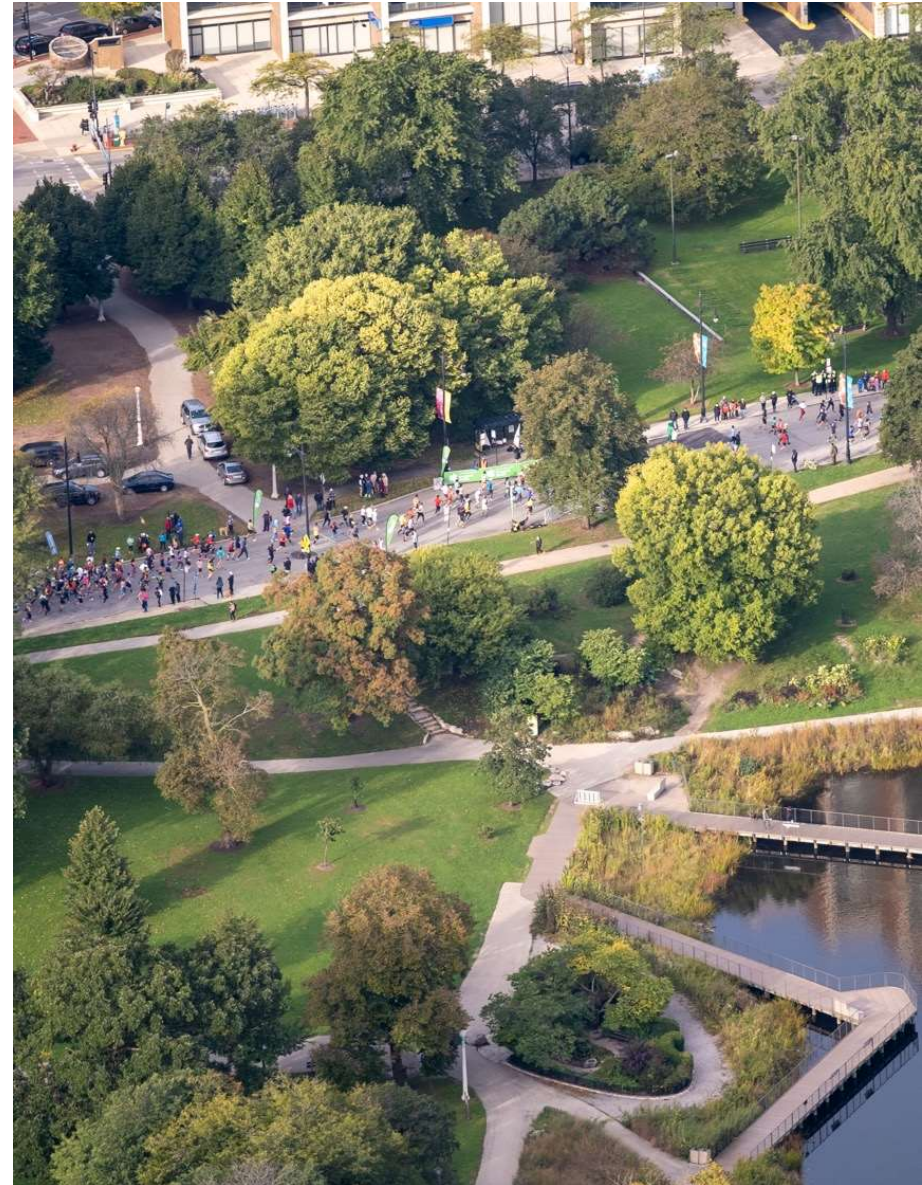
CPR AND AED USAGE

How to do Hands-Only CPR:

- If a participant collapses and is unconscious first call for help.
- Begin chest compressions by putting your hands in the center of the chest
- Push down in the center of the chest hard and fast.
- Push about two inches deep at a rate of 100 per minute until help comes.

AEDs are in all medical facilities on race day. How to operate an AED:

- Turn the AED on by opening the front cover and pressing the power button.
- The AED will talk to you and give you detailed instructions.
- Follow the directions of the AED.
- You can never hurt a patient by using an AED.







BANK OF AMERICA 
**Chicago
Marathon®**

CITY OF CHICAGO



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CULTURALINK

Accessing CulturaLink Interpreters



INITIAL DATA COLLECTION - OUR OPERATORS WILL ASK:

- **The Language Requested**
- **Your Name as the Caller - First Name**
- **Your Location - Chicago Marathon**



TIPS FOR WORKING WITH AN INTERPRETER

- | | |
|--|---|
| ✓ Allow time for interpreter introduction and data collection | ✗ Avoid Jargon |
| ✓ Speak directly to the individual/runner | ✗ Minimize side conversations |
| ✓ Pause often to allow the interpreter to interpret everything that is said | ✗ Avoid talking directly to the interpreter. The Interpreter is the communication facilitator – not the source of the message |
| ✓ For Video interpretation, adjust the camera and cart so the Interpreter and Patient can see each other | |



JAKE FEDEROWSKI

Jake Fedorowski
they/ them





THANK YOU

